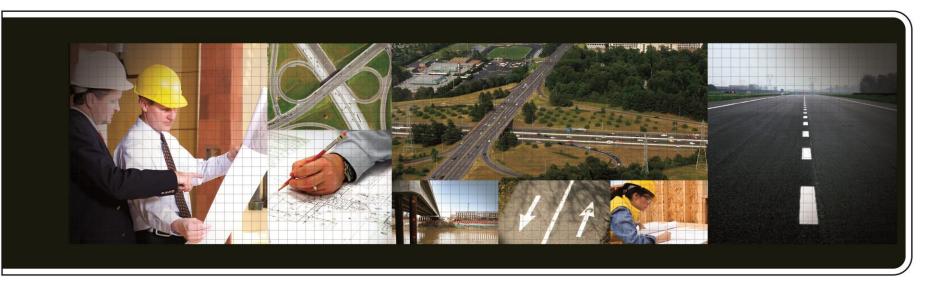
TDOT Local Programs Construction Phase Overview









Important TDOT Approval Documents Notice to Proceed with Construction Phase

Fifth Edition, January 2014 (September 2014 Revisions)

Local Government Guidelines for the Management of Federal and State Funded Transportation Projects

8.2 CONSTRUCTION PHASE PROCEDURES

At this point, the pre-construction activities are complete and the Local Government shall not proceed with construction phase activities until the Notice to Proceed is received.

NOTICE TO PROCEED WITH THE

CONSTRUCTION PHASE

OF PROJECT DEVELOPMENT

PIN:

FEDERAL PROJECT NUMBER: STATE PROJECT NUMBER: ROUTE (STREET NAME):

FROM:

TO:

CITY: COUNTY:

REGION:

Effective Date:

Date of Transmittal:

This letter serves as your official **Notice to Proceed** with the above referenced phase of work for the subject project. The Local Government shall perform this phase of project development in accordance with the Local Government Guidelines provided on the Local Programs Development Office website at http://www.tdot.state.tn.us/local/. Any work performed ahead of a Notice to Proceed's Effective Date will not be reimbursed.

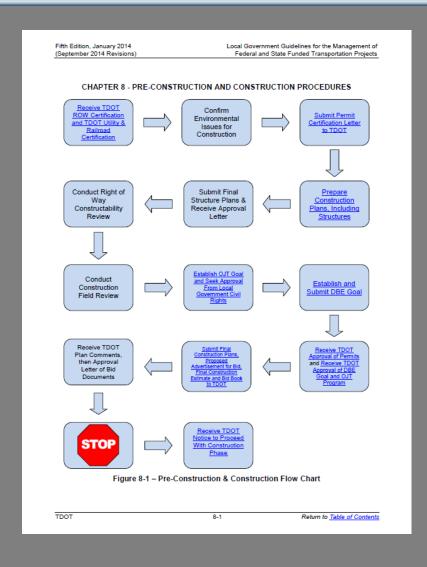
You may procure, in accordance with law, a consulting engineering firm to do all phases of construction at this time. Please refer to Section 1.6 of the Local Government Guidelines for guidance on consultant selection, if needed. Please provide a copy of the executed contract with the consultant and a copy of the notice sent to the consultant indicating the date work was authorized on the phase of the project mentioned above. These documents should be addressed to Manager, Local Programs Development Office and sent by email to Local.Programs@th.gov.

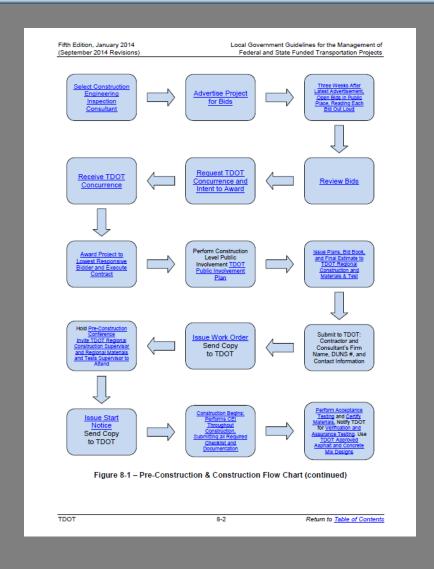
If you have questions or concerns regarding this matter, please direct them to Kip Mayton at 615.741.5314 in the Local Programs Development Office. You may contact us by email at: Local Programs@th.gov.

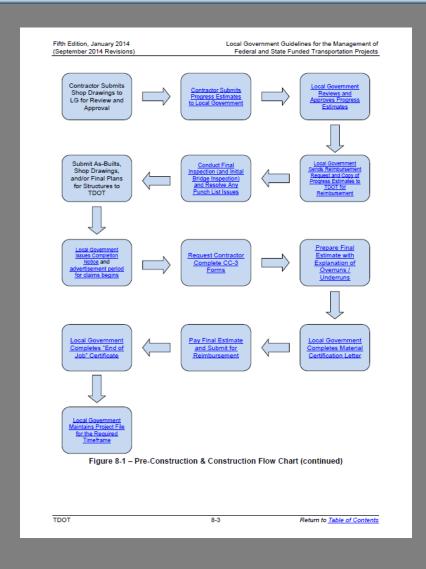
Figure 8-2 - NTP with Construction Phase

PLEASE NOTE: Local Governments shall not proceed with any work pertaining to construction (including advertising the project for bids to be received) for which they expect reimbursement until they receive the above document from TDOT.

TDC









Fifth Edition, January 2014 (September 2014 Revisions) Local Government Guidelines for the Management of Federal and State Funded Transportation Projects

The TDOT Construction Office and TDOT Estimating and Bid Analysis Office will review the bid information and if acceptable, will concur in the intent of the Local Government to award the contract to the lowest responsive bidder. If all bids have been reviewed and analyzed, and the Local Government determines that it is not in the best interest of the public to award the job, it shall make such statement and request TDOT's concurrence in its decision to reject all bids. Award or rejection of a contract must be within the time period specified in the proposal as complying with local requirements. The Local Government shall submit to TDOT the request to award or reject the bids at least fifteen (15) calendar days prior to the local deadline for awarding the project.

In addition, if the Local Government elects to award the project, it shall submit with the bid tabulations the names and qualifications of the CEI firm and the individuals directly responsible for oversight and inspection of the actual construction of the project, including the Local Government Project Supervisor and all inspectors. The CEI firm must be selected as described in Section 1.6.

If a contract proposal contains a DBE Goal (<u>TDOT SP 1247</u>), the contractor must submit with its bid, or within three (3) business days of the bid opening, the names, ethnicities, and genders of the TNUCP certified DBEs that will be used on the project, and the amount of subcontracts to be completed by the DBE (<u>Form 8-5</u>), or provide the necessary requirements for good faith efforts as specified in <u>SP1247</u>.

8.2.5 AWARD OF THE CONTRACT

The award of the contract shall be in general accordance with $\underline{\text{Section } 103}$ of the TDOT Standard Specifications.



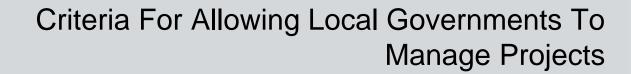
The Local Government shall request TDOT concurrence in its intent to award the contract to the lowest responsive bioder. This request shall be sent to the Manager of the Local Programs Development Office by electronic means (email at Local.Programs@tn.gov) who will forward it to the TDOT Construction. Until this concurrence is received, the Local Government may not award a contract to the contractor nor may it issue a work order. Failure to follow these procedures could result in a loss of funding for the Construction Phase of project development.

Once the TDOT Construction Office and TDOT Estimating and Bid Analysis Office concur in the intent to award, the Local Government can proceed with the execution of the contract with the responsive low bidder. The Local Government will issue the contractor four (4) copies of the Proposal Contract for signature. The contractor shall return the four (4) signed copies to the Local Government with a fully executed Payment and Performance Bond equal to one hundred (100) percent of the contract amount. The signed proposal and bond shall be returned within ten (10) days or the contract may be canceled and the proposal/bid bond forfeited. Any necessary railroad insurance must also be submitted in accordance with the railroad agreements prior to the final execution of the contract (twenty (20) calendar days are allowed for this). The signed contracts shall be distributed such that TDOT Local

 The Local Government Guidelines describes a linear process, however many of these events could occur simultaneously or at a much later timeframe in the project process. Please be aware of the specific requirements for all processes in the construction phase relative to any approvals or submittals that are time sensitive. An example is a mix design, which will be discussed late in the presentation but it will be an item that will require approval near the start of construction.

When do you need Construction Inspection Services performed to TDOT standards?

- The Local Government shall hire an independent consulting firm for Construction Engineering Inspection (CEI) services to monitor the project and complete all the necessary inspection and documentation as outlined in the TDOT Proposed Scope of Work for CEI. The Local Government may use the same consultant for both the design phase and CEI phase of the project for small size projects only; for mid-range and large size projects, the selected CEI consultant shall not be associated with any other aspect of the project. Please refer to Section 3.1 and to the Local Version of TDOT Consultant Selection Policy (Form 1-2) for further information on this important requirement. The selected CEI consultant shall be a pre-qualified consulting firm on the TDOT approved list. All CEI staff shall be qualified in accordance with TDOT requirements.
- Depending on the type, amount, and difficulty of work, the Local Government may request that its own qualified forces be used to document and inspect the work in accordance with these guidelines. The use of local forces must be pre-approved by TDOT. Contact the LPDO for additional information.





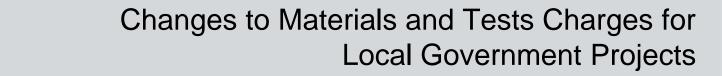
Local Government Guidelines Form 1-2 February 18, 2014

ATTACHMENT A - Consultant Selection for Locally Managed Projects

Size of Project	Type of Project	Procurement Requirements
SMALL projects	Transportation Alternatives	Local Government can use
Must have a full-time employee on staff with experience managing transportation projects. Must hire consultants for all phases of the project from TDOT's approved list if the Local Government has not been approved by TDOT to use their own forces. The consultants must be qualified in the required area of expertise.	intersection improvements without significant ROW (under one acre of disturbance) Safe Routes to School resurfacing striping signing guardrail installation signalization some bridge replacement projects (under one acre of disturbance) non-construction/service contracts (as listed in Chapter 10 of the LGG) low-risk and exempt ITS	the same consultant for the entire project (planning, preliminary engineering and CEI)
MID-RANGE projects Must have a qualified, full-time professional engineer on staff. Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise.	roadway widening realignment of existing roadway signalization projects with the addition of turn lanes intersection improvements with significant ROW (over one acre of disturbance) bridge replacement projects requiring significant land acquisition (over one acre of disturbance) projects with environmental requirements greater than a categorical exclusion but lesser than an EIS high-risk ITS	The selected CEI consultant shall not be associated with any other aspect of the project.
LARGE projects • Must have a qualified, full- time professional engineer on staff with extensive experience working with federally-funded transportation projects. • Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise.	construction of new facilities widening of existing roadways realignment of existing roadways that require significant land acquisition (over 10 acres) environmental clearances that require an EIS	The selected CEI consultant shall not be associated with any other aspect of the project.

Changes to Materials and Tests Charges for Local Government Projects

• The Tennessee Department of Transportation's Material and Tests Division requires payment for any materials testing done on construction projects. As stated in the Local Government's contract with TDOT, materials charges/department oversight charges are the responsibility of the Local Governments. Therefore, when a Local Government utilizes the TDOT laboratory or certified personnel as a third party for Acceptance Testing, Independent Assurance Testing, Verification Testing, or Mix Design Approval, an invoice will be sent to the Local Governments for payment for such testing/approval at the end of each month or upon completion of a project. The Local Government representative will be asked at the preconstruction meeting to complete an information sheet to ensure proper distribution for the respective testing invoices.





6601 CENTENNIAL BOULEVARD NASHVILLE, TENNESSEE 37243-0360
(615) 350-4100 SCHROER BD
SICHER
Local Government information
Local Government information
PIN:
County:
Federal Project No:
State Project No:
Contract No:
Description:
The Tennessee Department of Transportation's Materials & Tests Division requires payment for any
materials testing done on construction projects. Local Governments should expect a monthly invoice for
payment when material testing is performed by TDOT. This includes material mixture design review an
approval.
The following information is where the invoices for test charges should be sent for payment.
Local Government Name:
Address:
Phone:
Contact Name:
Contact Phone:
Contact E-mail:
Notes:
Updated 3-15-14

LOCAL GOVERNMENT REPRESENTATIVE

- The Local Government must designate a Project Supervisor and an Official who will be responsible for the administration of the project.
- The Local Government will act on the behalf of TDOT for the administration of construction projects and that in accordance with federal regulations, funds may be withheld for non-compliance of federal rules and regulations.
- "If the Administrator determines that a Local Agency has violated or failed to comply with the Federal laws or the regulations in this part with respect to a project, he may withhold payment to the Local Agency of Federal funds on account of such project, withhold approval of further projects by the Local Agency, and take such other action that he deems appropriate under the circumstances, until compliance or remedial action has been accomplished by the Local Agency to the satisfaction of the Administrator."

AWARD OF THE CONTRACT



• The Local Government shall request TDOT concurrence in its intent to award the contract to the lowest responsive bidder. This request shall be sent to the Manager of the Local Program Development Office by electronic means (email at Local.Programs@tn.gov) who will forward it to the TDOT Construction. Until this concurrence is received, the Local Government may not enter into contract with the contractor nor may it issue a work order. Failure to follow these procedures could result in a loss of funding for the Construction Phase of project development.

- Once the TDOT Construction Office and TDOT Estimating and Bid Analysis Office concur in the intent to award, the Local Government can proceed with the execution of the contract with the responsive low bidder. The Local Government will issue the contractor four (4) copies of the Proposal Contract for signature. The contractor shall return the four (4) signed copies to the Local Government with a fully executed Payment and Performance Bond equal to one hundred (100) percent of the contract amount. The signed proposal and bond shall be returned within ten (10) days or the contract may be canceled and the proposal/bid bond forfeited. Any necessary railroad insurance must also be submitted in accordance with the railroad agreements prior to the final execution of the contract (twenty (20) calendar days are allowed for this). The signed contracts shall be distributed such that TDOT Local Programs Development Office, the Contractor, the Surety, and the Local Government all receive signed copies.
- The Local Government shall submit all contractor and consultant firm's name, street address (with nine-digit zip code), DUNS number, and contact persons information to the Local Programs Development Office by electronic means (email at Local.Programs@tn.gov).

AWARD OF THE CONTRACT (CONT'D)

- At least seven days prior to the pre-construction conference, the Local Government shall send, by electronic means, a set of plans, a copy of the bid book and final cost estimate to the TDOT Regional Operations Manager and the TDOT Regional Materials and Tests Supervisor. A copy of this email shall be sent to Local.Programs@tn.gov.
- Once all the required signatures, bonds, and insurance have been submitted, the Local Government will provide the contractor with a work order (Notice to Proceed) identifying the effective Date of Construction. The effective date is typically 21 calendar days after the issuance of the work order. The Local Government shall also provide a copy of the work order via email to the TDOT Regional Operations Manager and the Local Programs Development Office.



City of Fayetteville

John Ed Underwood, Jr. Mayor Gwen Shelton, Vice Mayor Scott Collins, City Administrator

Phone (931) 433-6154 Fax (931) 433-2557 A ...

110 Elk Avenue South * Fayetteville, TN 37334 * www.fayettevilletn.com

Alderman: Danny Bryant Marty Pepper Dorothy Small Michael Whisenant Tom Young

September 19, 2014 Lincoln Paving, LLC P.O. Box 1034 Fayetteville, TN 37334

RE:Notice to Proceed with Work

 PIN: 118545.00
 State Project No: 52LPLM-F3-013

 County: Lincoln
 Contract No: <u>130035</u>

 Federal Project No.: STP-M-3310 (10)

Description: Roadway Resurfacing Along Washington Street

You are hereby notified to commence work in accordance with the above-referenced contact on <u>Tuesday September 23, 2014</u> and you are to complete all work on or before <u>Friday November 21, 2014</u>.

CITY OF FAYETTEVILLE, TENNESSEE

Spirit La Olidei Wood, Wayor

Regional Construction Engineer Regional Materials and Tests Engineer Regional Environmental Coordinator Manager, Comprehensive Inspections Manager, Natural Resources Office Director, Materials and Tests Division Director, Small Business Development Office Manager, Program Dev. & Sch. Office Manager, Operations Office Director, Labor Standards Division HQ Finance (Contract Payments Section) Zachary Dufour, Kimley-Horn Jackie Hunter, CEI, Smith Seckman Reid Scott Collins, City Manager Jeff Siefert, Codes Director Eddie Plunkett, Public Works Director

AWARD OF THE CONTRACT (CONT'D)

- A filing system for the construction phase of the project should be in place at this time. Project files shall consist of the contract applicable files as required by Form 8-6. Additional project files may be added as deemed necessary.
- The Local Program Guidelines Manual and respective forms are located on the TDOT website at http://www.tdot.state.tn.us/local/forms.htm. These forms are in Microsoft Word format and easily downloadable. <a href="Please be advised that changes to TDOT circular letters may not be reflected in the referenced forms. In addition, other required TDOT forms not referenced will need to be obtained from your respective Regional TDOT office. Link to TDOT Circular Letters:

http://www.tdot.state.tn.us/construction/Circular_Letters/circltr.pdf

Construction Project File List



Local Government Guidelines Form 8-6 January 1, 2014

Construction Project Files

Project files shall be neatly organized to adequately document and record all project correspondence, and provide full support for all payments and decisions made including material certifications and test reports, calculations, invoices, etc.

Project files shall consist of the contract applicable files listed below. Additional project files may be added as deemed necessary.

Correspondence incoming & outgoing - Two project-specific Correspondence Files shall be maintained throughout the life of the project. The files consist of all project related correspondence received and sent. This includes all meeting minutes, letters, printed emails, fax documents, etc.

Pay Item file – A project folder shall be maintained per item. Folders shall contain Material Certifications/Test Reports and any support documentation (worksheets/calculations) for the specific item.

Engineer's Estimate file- Copies of the Engineer's Estimate and all the supporting documents submitted to the Finance Department for payment.

Sub-Contract file - contains all Approved Sub-Contract forms.

Plans Revisions file – contains copies of all requested plans revisions. Also, a copy of the approved request shall be placed in this folder.

Shop Drawings file - One copy of approved shop drawings shall be placed in this folder.

DBE file- contains any Disadvantage Business Enterprise related documents. Also, contains copies of the actual contract agreements between the Prime Contractor and the DBE sub-contractor.

Utility file - contains all general correspondence in regard to Utility work.

Utility Name files – A folder per Utility Name shall be created. This folder will contain any related documents concerning the specific Utility. Also, this file will contain the Utility Specific Utility Diary Sheets.

Trainee file - consists of all trainee program supporting documents.

Environmental file – consists of environmental related documents, including copies of the Notice of Coverage (NOC) and Notice of Termination (NOT).

Environmental (Construction Storm Water Inspection Certification) file – contains copies of all Construction Storm Water Inspection Certification.

Environmental (EPSC) file – contains copies of all EPSC reports including the Rainfall Data Log.

Safety (Accidents) file - contains copies of all official Police Reports of all accidents that occurred within the project limits.

Page 1 of 2



Local Government Guidelines Form 8-6 January 1, 2014

Contractor Name Payroll file – A folder per Contractor Name shall be created. This folder will contain copies of all the specific contractor payrolls submitted conforming to the requirements.

Employee Interviews file - consists of all original Employee Interviews.

Change Orders file — contains copies of the submitted Supplemental Agreement with supporting documents attached and a copy of the approved Supplemental Agreement (with all required signatures).

Job Mix Formulas file – contains copies of all approved Asphalt Job Mix Formulas for the appropriate asphalt mixes included in the project.

Concrete Designs file – contains copies of all approved Concrete Designs for the appropriate types of concrete included in the project.

TCD Checklist file – This folder contains all original Traffic Control Devices Checklist submitted by the Project Inspector.

Prompt Payment file - consists of all original Prompt Payment forms submitted by the Contractor.

Monthly Construction Report file – contains copies of all Monthly Construction Reports mailed to the Prime Contractor

Attestation of Illegal Immigrants file – contains the original form submitted by the Prime Contractor.

Contractor Performance Evaluation file – contains the original form completed by the Project Manager

End of Job file - contains copies of all project documents related to the completion of the project

PUBLIC RELATIONS AND PUBLIC INFORMATION

 The Local Government, with the CEI, should provide timely information to the local media regarding lane closures, construction updates, and general project information. It is suggested the Local Government establish an area on its website for such information. Project specific information such as construction updates, lane closures or detours should be addressed at the appropriate time to make the motoring public aware of current conditions. Any closure or detour affecting a state route or major artery shall be coordinated with TDOT and the Local Agency.

SUBCONTRACTING OF WORK

- The prime contractor may sub-let work in accordance with Section 108.01 of the TDOT Standard Specifications, as allowed in 23 CFR 635.116 (CL 108.01-01, CL 108.01-02). In no case shall the prime contractor sublet more than seventy (70) percent of the original contract amount excluding specialty items. All subcontractors must be pre-qualified in accordance with TDOT Standard Specifications (Section 102.01).
- Please be aware that TDOT now requires all PRIME contractors (except mowing and litter removal contractors) to be licensed with the Tennessee Department of Commerce and Insurance, Board for Licensing Contractors. Contractors will not be required to have a license to bid, however, prior to recommending award of the Contract, TDOT will confirm that the lowest responsible bidder is licensed. The Contractor will be considered for award for twenty-one (21) days after the letting date (bid submittal). If the contractor does not have a license, on or before the 21 days, the contractor will be considered non-responsive, and the next lowest responsible bidder will be considered for award.

SUBCONTRACTING OF WORK

• The Local Government shall approve all 1st, 2nd, or greater tier subcontracts. All approved Sub-Contractors shall be on the TDOT Pre-Qualified Contractor List. An approved and executed subcontract form must be on file in the project records (Subcontract File) before a subcontractor can begin work. An approved and executed subcontract form bears all of the required signatures of the appropriate officials. The Prime Contractor shall submit to the Local Government completed sub-contract forms after they have been collected from the subcontractors. Form 8-7a is provided for 1st Tier sub-contractors and Form 8-7b is provided for 2nd tier subcontractors. Link to Prequalification:

(http://www.tdot.state.tn.us/construction/Construction_Forms.htm)

SUBCONTRACTING OF WORK (CONT'D)

- FHWA requires that all subcontracts at any tiers of subcontracting be in accordance with 23 CFR, Section 635.116(b). This includes both contracts between the prime contractor and their subcontractors, and contracts between subcontractors and their agents. Each of these subcontracts shall physically contain the following documents. None of these documents can be included by reference only:
 - The general special provision (GSP) entitled "Required Federal Aid Provisions, Form FHWA 1273 "Required Contract Provisions, Federal Aid Construction Contracts," and,
 - The minimum wage rates for the contract as required by Tennessee Prevailing Wage Rate Act and Title 29 of the Code of Federal Regulations (CFR).
- It is the responsibility of the Local Government to ensure full compliance with all required provisions.

Subcontract Forms

	Subcon				
	Insert Local C Insert Local G Insert				
Prime Contractor				Contract No.	
Street Address				Project No.	
City				Project Ref No.	
State		Zip Code		County	
Subcontractor					
Street Address					
City					
State		Zip Code			
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				This Page nal Pages	
				all Total	

Prime			Contract
Contractor		_	No.
Date	Signature	_	Print Name and Title
quantities listed herein a work included in the wri	contractor is certifying: (1) that a and all requirements and pertinen itten subcontract has or will be per funded, then form FHWA 1273 annot be referenced.	t provisions of the pri formed prior to appro	ime contract, and (2) that val by the Department. (
Subcontractor			_
The above statement of Su	bcontract is presented with my knowl	edge and consent:	•
The subcontractor named o	on this form is (CHECK ONE BE Woman-owned	☐ Minority-owned	
	ed, not certified DBE d, not certified DBE ity Subcontractor		
	ntractor's Telephone Number:		
Date	Signature (Subcontractor)	_	Print Name and Title
The Subcontractor is ad Copies of the labor requi	lvised that they must comply with irements and wage rates can be obt	nined from the Prime (requirements of this contr Contractor.
The Subcontractor is ad Copies of the labor requi	lvised that they must comply with	nined from the Prime (requirements of this contr Contractor.
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The Subcontractor is ad Copies of the labor requi THE FOLLOWING IS T	tvised that they must comply with rements and wage rates can be obtood to be completed by the LO This Subcontract Subcontracted to Date	cal Government	requirements of this control of the

re 1 Revised 3/16/201

Revised 3/16/2011

2nd Tier Subcontract Forms

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City		T. C.		Ref No.	
State		Zip Code		County	
2nd Tier Subcontractor					
Street Address				_	
City				_	
State		Zip Code			
				_	
The following items are to b	e subcontracted in accordan pecifications, Special Provisi	ce with Sul	bsection 108.01 of		ee Department of
The following items are to b		ce with Sul	bsection 108.01 of		ee Department of
The following items are to b		ce with Sul	bsection 108.01 of ther applicable form		ee Department of
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The following items are to b		ce with Sul	S		ee Department of
The following items are to b		ce with Sul	S	This Page	ee Department of

Subcontractor			Contract No.
Date	Subcontractor Signa		Print Name and Title
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			e prime contract, and (2) that n
			pproval by the Department. (3) I lly included in all sub-contracts
including 2nd tier, and ca		1 12/5 must be physical	ny menudeu m an sub-contracts
Prime Contracto	r		
2 nd Tier Subcontracto			
The following is to be com	pleted by the 2 nd Tier Subcon	tractor:	
The above statement of Sub	contract is presented with m	y knowledge and consent:	
	named on this form is (CHEC	CK ONE BELOW):	
☐ A Certified DB			
_ 15 :	Woman-owned	☐ Minority-own	ned
	d, not certified DBE		
☐ Woman-owned ☐ Is not a Minori			
	,		
as defined in Section 101 o	f the Tennessee Department of	of Transportation Standard	Specifications.
and a	ier Subcontractor's Telephon	a Number:	
. 2 1	lei Suoconiracioi s Telephol	le Ivumoer.	
2 nd Tier Subcontra	ctor's Employee Identification	n Number:	
Date	Signature (2nd Tier Subco	ntractor)	Print Name and Title
			or requirements of this contrac
Copies of the labor requir	rements and wage rates can	be obtained from the Pri	me Contractor.
THE FOLLOWING IS T	O BE COMPLETED BY T	HE LOCAL GOVERNM	ENT CIVIL RIGHTS OFFICE.
Date	Reviewed By Signa	ture	Print Name
THE FOLLOWING IS T	O RE COMPLETED BY T	HE LOCAL GOVERNM	ENT PROJECT SUPERVISOR.
THE POLLOWING IS T	O DE COMPLETED DI 1	IIL LOCAL GOVERNME	ENT TROJECT SCIENVISOR.
Date	Approved By Signa	hure	Print Name
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By Mail to:		or	By E-mail to:
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DBE SUBCONTRACTS AND CIVIL RIGHTS CONTRACT COMPLIANCE

- As soon as possible after the award of the contract, the Contractor shall submit
 to the Local Government Project Supervisor a copy of the actual signed contract
 agreement between the contractor and the DBE subcontractor for each DBE.
 The actual signed agreement(s) must be on file in the project records
 before the first progress estimate is paid.
- If a DBE is unable to perform work committed toward a goal, the DBE shall
 notify the Local Government by a signed statement that the DBE is unable to
 complete the work. The contractor shall have another DBE perform the item of
 work or have a DBE perform other items to replace the original DBE
 commitment amounts. If a replacement cannot be obtained the contractor shall
 provide the Local Government with documentation of a good faith effort.
- The TDOT Civil Rights Division may be contacted to obtain additional guidance on Good Faith Effort determinations. If a DBE is unable to perform the work which they committed to perform, the prime contractor / consultant shall notify the Local Government. Adequate effort shall be made to replace the dollar amount of the lost DBE commitment.

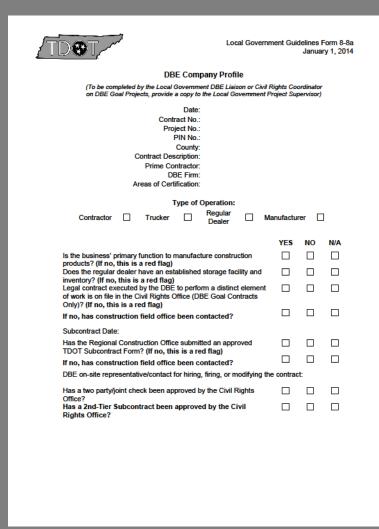
DBE SUBCONTRACTS AND CIVIL RIGHTS CONTRACT COMPLIANCE (CONT'D)

- If the contract has a DBE Goal, a copy of the signed sub-contract
 agreement between the Prime Contractor and the DBE SubContractor must be in the project records (DBE file) before the first
 progress estimate can be paid. Additional information regarding
 Disadvantaged Business Enterprises is located in Chapter 7: Civil
 Rights Compliance.
- At the Pre-Construction Conference, the Prime Contractor shall identify all DBE subcontractors indicating approximate dates for their appearance on the project.

DBE SUBCONTRACTS AND CIVIL RIGHTS CONTRACT COMPLIANCE (CONT'D)

 The DBE Company Profile (Form 8-8a) and DBE Material Supplier/Trucker Contract Certification (Form 8-8b) shall be completed in accordance with TDOT Circular Letter 1247-01 once the DBE contracts are in place as outlined in Section 7.2.9. Contact the Local Government DBE Liaison for a copy of the completed DBE Company Profile. A DBE Company Profile and the DBE Material Supplier/Trucker Contract Certification shall be completed for each DBE on the project.

DBE Company Profile Example





Page 1 of 2

DBE MATERIAL SUPPLIER/TRUCKER CONTRACT CERTIFICATION

- To be completed by the Prime Contractor, Subcontractor (if 2nd Tier agreement), and DBE Material Supplier/Trucker immediately following the award of project
- Submit the completed form to the HQ Civil Rights Office (CRO) Small Business Development Program (SBDP) with actual Subcontract Agreement and/or purchase order prior to preconstruction conference for project.

Contract No.:	Project No.:	County:	
Contract Description:			
Prime Contractor:			
Sub Contractor (if 2 nd	Tier agreement):		
DBE Firm:			
Describe the type of v	work to be completed:		

Regular Dealers/Suppliers

- The DBE dealer shall be an established, regular business that engages, as its principle business and under its own name, in the purchase and sale or lease of the products being supplied
- The DBE dealer shall maintain a store, warehouse, or other establishment, where the products are brought, kept in stock, or sold or leased to the public in the usual course of business (A firm may be a dealer in bulk items such as petroleum products, steel, cement, gravel, stone, or asphalt without owning or operating a place of business, if the firm owns and operates the distribution equipment for the products)
- 60% of the cost of materials supplied will be counted towards DBE Goal credit only

<u>Transportation or Hauling of Materials</u>

- As allowed by 49 CFR Part 26 as interpreted by the SBDP. This regulation allows for DBE goal hauling-credit in either DBE trucks or in trucks leased to DBE firms. Leases cannot be TDDT contract-specific and must be approved by the SBDP Staff. The verification of truck drivers employed by DBE firms will continue to be by submission of payrolls independent from any Davis-Bacon regulations.
- DBE receives credit for the total value of the transportation services it provides on the contract using trucks it owns, insures, and operates using drivers it employs.
- The DBE may lease trucks from another DBE firm, including an owner-operator who is certified as a DBE. The DBE who leases trucks from DBE receives credit for the total value of the transportation services the lessee DBE provides on the contract.
- The DBE may also lease trucks from a non-DBE firm, including an owner-operator. The DBE who leases trucks from a non-DBE is entitled to the total value of transportation services provided by non-DBE leasese not to exceed the value of transportation services provided by DBE-owned trucks.

Page 2 of 2 on the contract. The DBE is entitled to credit only the fees or commission it receives for all other non-DBE trucks used... DBE Responsibilities: ♦ Does the DBE supply materials to non-DBE goal projects: Yes _____ No ____ Does the DBE supply materials to other contractors not working on TDOT contracts: Does the DBE own and operate distribution equipment for the materials supplied: The DBE will be responsible for: Obtaining materials/supplies 2. Negotiating the price 3. Ensure that quality and quantity of materials are per TDOT requirements 4. Purchasing & making payment for the materials 5. Make arrangement and schedule for delivery of 6. Supplying invoices & cancelled checks verifying Control over methods of work on their contract By completing and signing this certification, the Prime Contractor, Subcontractor (if 2nd Tier agreement), and DBE firm agree to and acknowledge the responsibilities of the DBE as stated herein and in accordance with SP1247 of the Contract Proposal. The individual signing this certification must be an authorized company representative. Prime Contractor Authorized Representative: Date: Subcontractor Authorized Representative (if 2nd Tier agreement): DBE Material Supplier/Trucker Authorized Representative:

DBE SUBCONTRACTS AND CIVIL RIGHTS CONTRACT COMPLIANCE (CONT'D)

- The Commercially Useful Function (CUF) Checklist (Form 8-9) shall be completed for every DBE on all projects. The Local Government Project Supervisor shall assume the responsibility of completing the CUF Checklist. The Project Inspector shall initiate the CUF Checklist as soon as the DBE starts work. The date on the CUF Checklist (Date of Review) should be the date the actual observation was made. The Project Supervisor shall send the original to the DBE Liaison. A copy of the completed DBE Company Profile and a copy of the CUF Checklist shall be sent to the TDOT Civil Rights Office with a copy provided to the TDOT Local Programs Development Office.
- All work activities performed by a DBE shall be monitored and documented to ensure compliance. All work performed by a DBE shall be documented separately in the Project Diary. The DBE name, equipment, labor, and the type of work performed shall be documented. The acronym DBE shall be written beside the DBE name to distinguish DBE status. The project inspector shall ensure the DBE is performing the work reflected on the Sub-Contract.

Commercially Useful Function Checklist Example



Local Government Guidelines Form 8-9 January 1, 2014

Commercially Useful Function Checklist

Checklist Instructions:

- 1. To be completed by the Project Inspector for each DBE on every project.
- If at any time a DBE is observed not performing a CUF or if there are any items that are suspicious, red flags or warrant further attention, this must be reported to the Local Government DBE Liaison.
- Submit the completed form to the HQ Civil Rights Office Small Business Development Program.

Date of Review:
Reviewer's Name:
Contract No.:
Project No.:
County:
Contract Description:
Prime Contractor:
DBE Firm:
Start Date(s) of DBE Work:
Describe the type of work

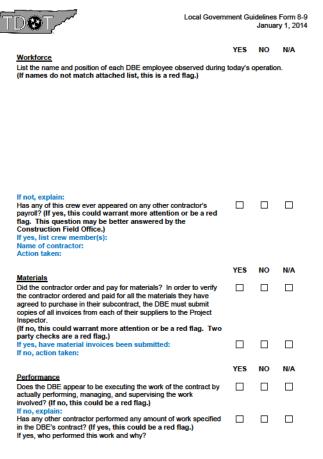
observed:

TDOT	لممر			Lo	cal Govern	ment (s Form 8-9 ary 1, 2014
						YES	NO	N/A
Manageme Who does the contract?		n-site rep	oresentative conta	ect for hir	ng, firing, c	or modi	fying the	
Name of on-s On-site repre Has the on-si	sentativ	e reports sentative						
firm? (If yes,	sublet a	ıld be a	or portions of wor red flag.)					
Name of to Does the DB site without in	he firm (E on-site nterferen	Non-DBE represe ce from		manage E	the job			
If no, explair	n: : owner k ubmitting	een pres	sent on the jobsite payroll?		91/			
(If not the DI Action taker	arranger BE, this n: me contro and at v	is a red actor dire what pric	ect who the DBE is					
			Equipment inclu					
Marian		DBE	's Markings?	DBE	's Operato		Le	ased?
Fauinment	Serial lumber	Yes or No	If no, list other company's markings if seen	Yes or No	If no, li compa operator v for	ny	Yes or No	If yes, list company leased from
Attach additional	sheets if	necessan	v					

If equipment was leased, were copies of lease agreements

provided? If not, Action taken:

Commercially Useful Function Checklist Example



		YES	NO	N/
Regular Dealers/Manufacturer		123	NO	N
Check here if this section doesn't apply or	the DBE isn't a regular			
dealer. Check here if this section doesn't apply or	the DRF isn't a		П	
manufacturer.	arc DDL Isir ta		ш	
If yes, who performed this work and why?	to the public on a		П	Г
Does the dealer have a business that sells routine basis on the product being supplied			ш	L
(If no, this is a red flag.)				
If no, explain: Does the business stock the product for the	e use on the project as	П	П	Г
a normal stock item? (If no, this is a red fl	ag.)		ш	
Who is delivering and unloading the materi Who are the material invoices made out to				
In whose name are materials shipped?	f			
(If material is not shipped to the DBE, th	is is a red flag.)			
If not, explain:				
Construction Staff (Field and Office) Con	mments (including red	flags no	ted):	
Actions Taken:				
Actions Taken:				
ACTIONS TAKEN:				
Actions rates.				
Actions raken.				
eviewer's Signature:				

Page 3 of 4

DBE SUBCONTRACTS AND CIVIL RIGHTS CONTRACT COMPLIANCE (CONT'D)

 All work activities performed by a DBE shall be monitored and documented to ensure compliance. All work performed by a DBE shall be documented separately in the Project Diary. The DBE name, equipment, labor force, and the type of work performed shall be documented. The acronym DBE shall be written beside the DBE name to distinguish DBE status. The project inspector shall ensure the DBE is performing the work reflected on the Sub-Contract.

CONSTRUCTION CONTRACT ADMINISTRATION

CONSTRUCTION

- All construction shall be completed in full compliance with the contract documents, including the Bid Book, TDOT Standard Specifications for Road and Bridge Construction, and TDOT Standard Drawings.
- The TDOT Regional Operations Manager and Materials & Tests Manager will each assign a TDOT representative to participate in the project preconstruction conference. The TDOT Construction Representative will conduct routine project reviews (at designated intervals as described in C.L. 105.11-01), attend progress meetings, and participate in the final inspection.
- For Enhancement projects, the TDOT Local Programs Development Office may elect to utilize a consultant firm to conduct oversight reviews. The TDOT Region office will need to verify with the TDOT Local Programs Development office if an oversight consultant firm will be used.

CONSTRUCTION CONTRACT ADMINISTRATION

CONSTRUCTION

- The TDOT Construction Division's Circular Letter File contains general guidance and requirements for the proper administration of projects. The Circular Letters can be found at: http://www.tdot.state.tn.us/construction/Circular_Letters/circltr.pdf.
- Reduced requirements for non-traditional projects can be found in Chapter 10: Non-Traditional Projects.

Contract Documents

- TDOT Local Government Guidelines (LGG)
- TDOT Standard Specifications for Road and Bridge Construction (2015) and Supplemental Specifications
- TDOT Standard Drawings
- Contract including Special Provisions
- Plans
- TDOT Circular Letters
- Other referenced guidance (AASHTO, ASTM, MUTCD, ETC.)

Hierarchy of Contract Documents(§105.04)

- Special Provisions
- Plans
- Supplemental Specifications
- Standard Specifications

CONSTRUCTION CONTRACT ADMINISTRATION

PRE-CONSTRUCTION CONFERENCE

- Before any work begins, a pre-construction conference shall be held (Standard Specifications, Section 105.06) by the Local Government's Project Supervisor to discuss the contractor's plan of operation, required contract provisions, environmental commitments if applicable, erosion control, traffic control/work zone safety, utility relocations, inspection, materials acceptance, independent assurance, quality control plans, certified payrolls, DBE/sub-contractors (approximate mobilization dates), etc. Minutes (Pre-Construction Conference Minutes Form) shall be kept of this conference, including an attendance roster (Pre-Construction Conference Sign-in Sheet), and key decisions shall be fully documented. A copy of these minutes should be emailed to all attendees and to Local.Programs@tn.gov.
- A meeting announcement (Pre-Construction Conference Notice) (CL 105.06-04)
 (Form 8-10a) shall be sent 14 days in advance, to all parties with a vested interest in
 the project including, but not limited to: prime and sub contractors, material suppliers,
 permitting agencies, utility owners, the TDOT Regional Operations Manager, TDOT
 Regional Materials and Tests Supervisor and other affected Local Governments.

CONSTRUCTION CONTRACT ADMINISTRATION

PRE-CONSTRUCTION CONFERENCE (CONT'D)

- TDOT Materials & Tests Office and TDOT Construction Office representatives must be present at the Pre-Construction Conference. If both of these offices are not represented at the Pre-Construction conference, the Pre-Construction conference must be postponed until TDOT representatives can be present.
- In the Pre-Construction Conference, the following documents will be required.
 - Pre-Construction Notice (Form 8-10a)
 - Pre-Construction Conference Meeting Minutes (Form 8-11a)
 - Pre-Construction Conference Sign-in Sheet (Form 8-12)
- In the case that Erosion Control and/or Utility Conferences are necessary, refer to Section 8.2.12 and/or Section 8.2.13.

Preconstruction Notice Example

RE: PI	RE-CONST	TRUCTION	CONFERENCE	NOTICE
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State Project No.: County: Contract No.: Federal Project No.: Reference No. Description:

To Whom it May Concern:

A pre-construction conference is to be held , at the , Tennessee for the contract referenced above. The discussion will include details relating to project construction. Your attendance and all pertinent subcontractors are requested to attend. Utility Companies involved will also need to be present.

By copy of this notice, all utility companies are advised to attend and provide a representative capable of presenting a workable relocation plan.

It is required that you bring the following information, if applicable, to the conference:

- Plan of construction operation and work schedule as specified in Subsection 105.06 of the T.D.O.T. Standard Specifications.
- Erosion Control Plan as specified in Subsection 209.05 of the T.D.O.T. Standard Specifications.
- Name of the person in charge of the project, traffic control, erosion control and their home telephone, mobile and beeper number. Plan for detouring/controlling traffic.
- Material Suppliers List including name and location of suppliers as specified in Subsection 106.07 of the T.D.O.T. Standard
- Letter certifying that all temporary traffic control items to be used, fully comply with the Department of Transportation requirements as specified in Subsection 712.02 of the T.D.O.T. Standard Specifications. This letter must be signed and
- 8. Contractor Employee Safety and Health Program (ESHP) Certification Letter (Special Provision 107SHP & Circular Letter 107.01-
- Proposed trainees and classifications as specified in Special Provision 1240.
- A copy of the signed agreement between the prime contractor and each DBE subcontractor as specified in Special Provision
- 407 Process Control Plan for asphalt as specified in Subsection 407.03 of the T.D.O.T. Standard Specifications.
 604 Process Control Plan for concrete as specified in Subsection 604.03 of the T.D.O.T. Standard Specifications.
- If a subcontractor or utility company representative is not able to attend, please notify this office. If I may be of assistance

or additional information is needed, please contact me at participate at the meeting may contact the Local Government at . Persons having a disability that require access to , TTY , no less than (seven) days prior to the

Sincerely,

cc: Regional Construction

Environmental Division Natural Resources Environmental Ecology Section

Regional Materials & Tests Regional Safety Environmental Planning and Permits Regional ADA Coordinator

Civil Rights office contract file

Preconstruction Meeting Agenda Items to be Discussed

AGENDA ITEMS

- 1. Plan of construction operation and work schedule as specified in Subsection 105.06 of the T.D.O.T. Standard Specifications.
- 2. Erosion Control Plan as specified in Subsection 209.05 of the T.D.O.T. Standard Specifications.
- 3. Name of the person in charge of the project, traffic control, erosion control and their home telephone, mobile and beeper number.
- 4. Plan for detouring/controlling traffic.
- 5. Material Suppliers List including name and location of suppliers as specified in Subsection 106.07 of the T.D.O.T. Standard Specifications.
- 6. Listing of ALL subcontractors and the items and/or material they are involved with.
- 7. Letter certifying that all temporary traffic control items to be used, fully comply with the Department of Transportation requirements as specified in Subsection 712.02 of the T.D.O.T. Standard Specifications. This letter must be signed and notarized.

Preconstruction Meeting Agenda Items to be Discussed

AGENDA ITEMS (CONT'D)

- 8. Contractor Employee Safety and Health Program (ESHP) Certification Letter (Special Provision 107SHP & Circular Letter 107.01-01)
- 9. Proposed trainees and classifications as specified in Special Provision 1240 if applicable.
- 10. A copy of the signed agreement between the prime contractor and each DBE subcontractor as specified in SP 1247 to be presented.
- 11. 407 Process Control Plan for asphalt as specified in Subsection 407.03 of the T.D.O.T. Standard Specifications.
- 12. 604 Process Control Plan for concrete as specified in Subsection 604.03 of the T.D.O.T. Standard Specifications.

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	Pre-Construction Conference Meetin	g Minutes		
Date Held: ATTENDEE LISTING ON LAST PAGE				
	Contractor:			
		ed Start Date: _		
		npletion Date: _ imate Cut Off: _		
		Days Allowed: _		
Н	Project Superintendent:			
	CEI Personnel:			
	The Following Information was Discussed and Mi were Received at the Meeting		RECEIVED	N/A
	·	j.	,	N/
1.	·	j.	,	N/A
1. 2.	were Received at the Meeting	j.	RECEIVED	
	were Received at the Meeting Plan of Operation (Stand. Spec. 105.06)	DISCUSSED	RECEIVED	
2.	were Received at the Meeting Plan of Operation (Stand. Spec. 105.08) Erosion Control Plan (Stand. Spec. 209.05)	DISCUSSED	RECEIVED	
2. 3.	were Received at the Meeting Plan of Operation (Stand. Spec. 105.08) Erosion Control Plan (Stand. Spec. 209.05) Erosion (Special Provision 107FP) Material Suppliers List - including name and location of suppliers	DISCUSSED	RECEIVED	N/A
2. 3. 4.	were Received at the Meeting Plan of Operation (Stand, Spec. 105.06) Erosion Control Plan (Stand, Spec. 209.05) Erosion (Special Provision 107FP) Material Suppliers List - including name and location of suppliers (Stand, Spec. 108.07) Listing of ALL Subcontractors and the items and/or material they	DISCUSSED	RECEIVED	
2. 3. 4. 5.	were Received at the Meeting Plan of Operation (Stand, Spec. 105.06) Erosion Control Plan (Stand, Spec. 209.05) Erosion (Special Provision 107FP) Material Suppliers List - including name and location of suppliers (Stand, Spec. 108.07) Listing of ALL Subcontractors and the items and/or material they are involved with. Contractor Employee Safety and Health Program (ESHP) Certification Letter (Special Provision 107SHP & Circular Letter	DISCUSSED	RECEIVED	
2. 3. 4. 5.	Were Received at the Meeting Plan of Operation (Stand, Spec. 105.06) Erosion Control Plan (Stand, Spec. 209.05) Erosion (Special Provision 107FP) Material Suppliers List - including name and location of suppliers (Stand, Spec. 106.07) Listing of ALL Subcontractors and the items and/or material they are involved with. Contractor Employee Safety and Health Program (ESHP) Certification Letter (Special Provision 107SHP & Circular Letter 107.01-01)	DISCUSSED	RECEIVED	
2. 3. 4. 5. 6.	were Received at the Meeting Plan of Operation (Stand. Spec. 105.06) Erosion Control Plan (Stand. Spec. 209.05) Erosion (Special Provision 107FP) Material Suppliers List - including name and location of suppliers (Stand. Spec. 108.07) Listing of ALL Subcontractors and the items and/or material they are involved with. Contractor Employee Safety and Health Program (ESHP) Certification Letter (Special Provision 107SHP & Circular Letter 107.01-01) Traffic Control Certification Letter (Stand. Spec. 712.02)	DISCUSSED	RECEIVED	
2. 3. 4. 5. 6.	were Received at the Meeting Plan of Operation (Stand, Spec. 105.06) Erosion Control Plan (Stand, Spec. 209.05) Erosion (Special Provision 107FP) Material Suppliers List - including name and location of suppliers (Stand, Spec. 108.07) Listing of ALL Subcontractors and the items and/or material they are involved with. Contractor Employee Safety and Health Program (ESHP) Certification Letter (Special Provision 107SHP & Circular Letter 107.01-01) Traffic Control Certification Letter (Stand, Spec. 712.02) Detouring/Controlling Traffic Plan 105 Letter - Certified listing of personnel including Name & License	DISCUSSED	RECEIVED	
2. 3. 4. 5. 6. 7. 8. 9. 10.	were Received at the Meeting Plan of Operation (Stand, Spec. 105.06) Erosion Control Plan (Stand, Spec. 208.05) Erosion (Special Provision 107FP) Material Suppliers List - including name and location of suppliers (Stand, Spec. 108.07) Listing of ALL Subcontractors and the items and/or material they are involved with. Contractor Employee Safety and Health Program (ESHP) Certification Letter (Special Provision 107SHP & Circular Letter 107.01-01) Traffic Control Certification Letter (Stand, Spec. 712.02) Detouring/Controlling Traffic Plan 105 Letter - Certified listing of personnel including Name & License # of PE or RLS (Stand, Spec. 105.09)	DISCUSSED	RECEIVED	

Process Control Plan Examples

Revised: 8/21/201 9/06/201 12/03/201

Pare 1 of 2

ANNUAL BATCH PLANT CONCRETE PROCESS CONTROL PLAN PART 1 OF 2

	DATE:			
	READY MIX CONCRETE C	OMPANY:		
	READY MIX COMPANY L	OCATION:		
		NAME:		
	All qualified TDOT Level 2 or higher qualified Concrete	NAME:	CERT.#	
	Technicisms shall be listed to this mestion or on attached	NAME:	CERT.#	
shorts. Include every technician that will be working on this	NAME:	CERT.#		
project and update as meded.			CERT.#	

We hereby propose to utilize the below listed process controls to insure that the concrete delivered meets formesses Department of Transportation 3 pschlarations. If approved, this plan will be posted at the concrete plant sing with approved mix designs for each particular project.

The following Sampling, Testing, and irrepactions will be performed by T.D.O.T. Certified Plant Technicians.

- Tests to determine aggregate gradations (AASHTO T-27 with T-11 when required) will be performed prior to any betching and from a minimum of once per week or every 500 C.Y. for each source of aggregate utilized for this project. Perform Resease modulus test on Res aggregate per AASHTO M-6 with each gradation.
- Stockpies will be checked daily to insure that they are being maintained in an uncontaminated and unaspregated manner. Current aggregate quality reports shall be kept on tile at the plant.
- 3.) Calibration of weighing systems for aggregates, cament, ity can, water meters, and edmixture dispensing systems will be performed at the beginning of the project, then every month or as conditions warrant. Scale checks may be performed by a Certified Scale Company at a minimum interval of six (6) months.
- Assurance of accurate weighing, proper metering, and mixing of all materials and the quality of water will be verified duly.
- 5.) Mixing trucks and/or equipment, counters, concrete build up in drums, blade wear, water gauges, etc. will be checked at the beginning of sech project and motionly thereafter. Transport trucks shall be checked and approved by Tennessee Department of Transportation before use. The Producer shall update the concrete truck checklist every sky (6) months and distribute to Regional Materials and Tests.

Annual Batch Plant Cont. Page 2 Revised 5/21/2012 9/05/2013 12/03/2013

8.) Adjustment of mix proportions due to the moisture content of both fine and c se aggregates will be performed prior to initial daily mixing and again in the efformon if operations are continuous through Adl and PM hours of the day. Moisture determination will be in accordance with AASHTO-T 255. Moleture Probes may be utilized but must be correlated and verified with a day motehure check weekly.

- 7.) Slump (AASHTO T 118), eir entrainment (AASHTO T-152 AASHTO T-186 for concrete containing light weight aggregates) and emblant air and mix temperatures shall be checked for specifications compliance on the initial lead and randomity thereafter for each day's run. Air loss during transport shall be determined on initial leads and randomity verified thereafter.
- If Class TO Concrete is included in the plans, SOP 4-1 is applicable. The Producer/Contractor shall check alump and air at the plant initially and randomly throughout pour to essure that the requirements are med.
- 9.) An approved report will be furnished delty to the project supervisor showing all pertinent information. Records of bests and inspections that are project specific and not included on the delty reports are to be maintained and submitted to the project supervisor upon project completion. Documents that are plant and lab specific shall be maintained at the plant systematically.
- 10.) An approved delivery ticket will accompany each load earl to the project. All information including actual batch weights of each component identified as well as other information in the Standard Specification shall be blentified on the delivery tricks.

The above acheduled frequencies of teeting are a minimum. Should problems become evident, they will be increased as the conditions require.

Print Name: _______Representative Concrete Supplier

Page 2 of 2

Process Control Plan Examples

REV. 8/21/2012 9/05/2013 12/10/2013

PROJECTS LET AFTER JANURARY 2011 PLACEMENT SITE CONCRETE PROCESS CONTROL PLAN PART 2 OF 2

DATE		
CONTRACT NO:		
PROJECT NO:		
REFERENCE NO:		_
COUNTY:		<u> </u>
CONTRACTOR:		
READY MIX COMPANY AND LOCATION	:	
PRIME CONTRACTOR:		
All qualified Field Technician or higher	NAME:	CERT.#
qualitied Concrete Technicians shall for listed in this section or on esteched	NAME:	CERT.#
ahoeta, include every technicism that will be	NAME:	CERT.#
working on this project and update as needed.	NAME:	CERT.#

We hereby propose to utilize the below listed process controls to insure that the concrete incorporated in the work on the above referenced project meets Tennessee Department of Transportation's specifications. If approved, this plan will be posted on the project at a place accessible to all quality control personnel.

Initial concrete leads at the beginning of pours will be checked for specification compliance prior to use. Loads that say act of specification will be rejected. All sampling, teating, and inspections will be performed by ACI or TDDT Certified Personnel.

1.) Tests for alump (AASHTOT-119), air and mix temperatures, and air content (AASHTOT-182 / T-196) will be performed prior to plecement of the first load and for each semile from which early and/or 25 day test cylinders are obtained. For bridge declar, stump, temperatures, and air content tests shall be performed on the first first loads. Thereafter, they shall be conducted at least once every fifty cubic yeards (500-). No concrets shall be pleaded when the rate of moleture evegoration from the freelity pleaded concrete exceeds 0.2 Ib/Tiffer as determined by Figure 2.1.5, American Concrete institute Publication "ACI 3058-39." If date collected during the 24 hours prior to the pour or predictions from the National Weather Service Indicate the moleture evegoration rate of 0.2 Ib/Tiffer or more, the pour should be reacheduled or the Contractor shall demonstrate to the seaffection of the Engineer prior to the pour, and provinction can be provided.

Piecement Site continued Page 2 Rev.8/21/2012 9/05/2013 12/10/2013

2.) Early test specimens for Tennessee Department of Transportation compression testing will be cast in accordance with AASHTO T-23. The Contractor shall supply the necessary curing equipment, motios, and winestbarrow as identified in Supplemental Specification Subsection 894.13(b) and a temporary storage facility in accordance with Supplemental Specification Subsection 722-09. The frequency of certific certy break cylinders will be see belows:

For Bridge Decigs:

Not less than one pair to represent every lifty cubic yards (50cy). See SOP 1-1 and 4-1

or Major Structures

Contractor shall perform all tests on the first load. At least one pair of cylinders will be made per unit per structure to represent up to 150cy for that unit of pour. See SCP 1-1

For Minor Structures:

Contractor shall perform all tests on the first load. At least one pair of cylinders will be made to represent up to 150cy for that unit of pour. See SOP 1-1

For Small Quantities:

As specified in the Standard Specifications Subsection 804.03 and SOP 1-1.

For Concrete Pevernent:

One pair for each 300m3 (400 by) minimum of 1 pair AM and 1 pair PM. If Class A is used, the frequency shall be as for major structures as listed above.

- Yield tests will be performed in accordance with AASHTO T-121 Initially per mix deelign, at 240m3 (300xy) Intervals and/or during pours exceeding 120m2 (150 cy), and/or one for each bridge deck pour.
- 4.) A Tennessee Department of Transportation approved report will be furnished daily showing all perfuses information (Date, Contract, Item Number(s), Betch Weights, Moisture Contractions, Admissions, Stump, Stump, Contract, Temperatures, sic.) A delivery ticket shall accompany sech load. Information to be included shall be in accordance with Section 804 of the Sanadard Specifications. Records of teste and inspections performed at both the betch and placement stope will be submitted to the project supervisor upon completion of the project. This submission will also include partitional of the contract incorporated into the work meets Tennessee Department of Transportation specifications.

The above echeduled frequencies of feeting are a minimum, should problems become evident, they will be increased as the conditions recuire.

Sign Name:	Representative Prime Contractor	Print Name:	Representative Prime Contractor
Sign Name:	Sub-Contravior	Print Name:	Puls-Constructor

Page 2 of 2

Page 1 of 2

Process Control Plan Examples

CONTRACTOR'S ASPHALT QUALITY CONTROL PLAN

CONTRACT NUMBER: AREA-STF-M-1/245)

COUNTY: Davidson

PROJECT NO.: 19LPLM-P3-053

PROJECT REF. NO.: 196 \$112676

- absolption: Ownersing gradation of all apprograms [largest auxiliaries for separation, temperatures, and separation of confidence functional flowers and the confidence functional flowers appropriate and confidence for the confidence for the
- Cold Bases. Only more for each gate settings and one can operation of add fixed for uniformity. Incure base know proper divides up properly uniformly states earliery over into a fact black.
- Depart. Observe pyrospeter for aggregate temperature control and efficiency of form
- Her Blass. Determine gradation for much asis, determine theoretical confidence planting, determine the percent fine reading on \$4 meterials and above doed agaington for contamination did to favorables comparable of last on attractions with the latest energy of AASSTO 9-29 and 9-11.
- Higgshope Mayore Check AC contest, gradeling, temperature, general polarity in content a spenil, gerify L.D.I. delly, shook for protocold degregated, and his him handling protocours do not everywhet in the mis-

http://mink.chegisteries/figures of floods: 0.500 torus/torus = 1 los. S01-1600 togay/poes = 2 1600 and up = 3 tests

- Sowie Checus; Minimum requirements Check AC websity and aggregate mondally. Check and strip additive motor delix good paragrams seeding with theoretical.
- Butch Flants: Closek bakel veligate to deposition process and verifice to be pulled from each bin to secure compliance with job such formula, check makes each beat are each well, and obselve processing of weigh busket and obselve.

#3728 E994

- Down takes Plants.

 6. Otherwise the Ood, and said bit years a calledgest start for pack cost page.

 6. Develop linkermoon for the appropriation is the supergrade look and the estimateurs material food.

 7. Develop linkermoon for the appropriation is the supergrade look and the estimateurs material food.

 7. Develop has produce protect, of supergrade being develop the drys.

 7. Develope the percent dust coulding on their not materials.

 8. Check data oppropriate in circumstates our disputes of final.

- Rotational Generalization in reference manifestation for participations. On contractions AC strange bank in accordance with ASOK DATOR, Perform surface, of managements of the AC and contraction for the contraction of the contraction for the contraction for the contraction for the contraction of the contract
- Visitely check between the commenced aggregates. Obtain temporation of the mixture every third land and ground information or producer's time. Benefitting these trucks are proper take of target and not weight provide an excluded in Copyling Analysis Analysis of Districtions and with backing. Provided for project augmentation or but reduced in Copyling and Districtions and with backing. Provided for project augmentation or but reduced to the control of the copyling of Districtions and with backing. Provided for project augmentation of the copyling of Districtions and with backing Provided for project augmentation of the copyling of Distriction and Copyling of Distriction and Copyling of the Copyling of Distriction and Cop
- If rapplied Fam Marshall fests to determine mechanism flow shes, graving voice in the total min, stability, DAR and WAA on 3 tab whall spagement fallish. A the morning into 5 in the alternation.
- Quality control Technicianic; for this project: Office Bord, Daniel Ray, David Leabacter, and Eare Mandy
- ASSMALT PRODUCER & NAME & PLANTICODA ROPE Acutes Retempiones, tracks proximing

96/83/S978 ST#36 CIFERRARRE

Preconstruction Meeting Agenda Items to be Discussed

AGENDA ITEMS (CONT'D)

- 1. Listing of contact personnel of contractor for Traffic Control, Erosion Control, Customer Service and Employee Safety.
- 2. A project site bulletin board is required on all federal aid projects. The bulletin board must display required posters as noted in Circular Letter 1273-01, Project Site Poster board.
- 3. The Department of Labor and Workforce Development lists on their website all the posters required by the Tennessee State Government and those required by the Federal Government for all Tennessee Employers. The posters may be downloaded off of the Department of Labor website and printed. The posters are located under the Online Services menu option under Posters. The following website can be used to obtain the required posters: http://www.tn.gov/labor-wfd/poster.htm
- 4. The Civil Rights Division Regional Contract Compliance Officer can provide assistance in locating the posters / documents that are required in regard to DBEs, EEO, and Title VI.

TDOT	Loc	al Government Guidelines Form 8-11a January 1, 2014			
Pre	Pre-Construction Conference Meeting Minutes (continued)				
Traffic Control:	24 Hour Emergency Contact Person (N/A Name:				
Erosion Control:	24 Hour Emergency Contact Person (N/A Name: Home Telephone: Mobile/Pager:	□)			
Customer Service:	Customer Service Representative (N/A Name: Home Telephone: Mobile/Pager:) (Stand. Spec. 105.05)			
Employee Safety:	24 Hour On-Site Contact Person (N/A]) Name: Home Telephone: Mobile/Pager:	(Circular Letter 107.01-01)			
Civil Rights DBE/WBE (N/A []) ON-THE-JOB TRAINE		<u> </u>			
DBE Subcontrac payments can be	Agreement between Prime Contractor and ctor, must be submitted before progress ggin. (Spec. Prov. 1247)	DISCUSSED RECEIVED N/A			
On-the-Job Train (Circular Letter 1 CC-3 certifying t submitted when	ning Program – Federal Aid projects 1230-01 and 1240-01) he amount paid the DBE(s) must be the contract is completed. Final payment wi il received. (Spec. Prov. 1247)				

TDOT		Local Government Gu	idelines Form 8- January 1, 2	
	Pre-Construction Conference Meeting	Minutes (continue	d)	
4. Special Prov	rision: 1230 🗌 , 1231 🔲 , 1232 🔲 , 1240 🗍 , 1 , 1290 🔲	246		
 CUF Checkli 1247-01) 	ist: All DBE's on ALL projects. (Circular Lette	r 🗆		
	s: Any changes to DBE's portion of work mu- oved by SBDP Director. (Circular Letter 1247-			
7. Bulletin Boar	rd & Information (Circular Letter 1273-01)			
Contract Cor	mpliance Officer:			
Construction Signs State subcontract approvals:	Staked: Yes No No N/A These need to be submitted to Hdqts approved before work can begin, for recogi (Stand. Spec. 105.05 & 108.01 and Circula 108.01-02).	nized subcontractors	DISCUSSED	N/A
Test Reports & Certifications:	They are required prior to material being be paid for until certifications and/or test rep			
Tickets:	Certified weigher policy, all tickets are to har information on them.	ve all the correct		
Payrolls:	All certified payrolls must be submitted to th within 7 days after the regular payment date contractor's weekly payroll period or progres withheld. The first payroll must have: Enddress, s.a.#, Rate of Pay and their Classi Special Provision. If the work of the prime of subcontractor is interrupted for a week or mote be placed on the signature sheet of the p week in which work was performed: "No a be performed until further notice." No or more and is not anticipated, the statemer performed, and no work will be performe notice." See Stand. Spec. 107.23.	e of the respective ss payments shall be ployee's Name, fication. See contractor and ore, a statement is ayroll for the last Iditional work will rik stops for a week it "No work		
Prompt Payment Certification:	Prime contractor certifies each month that p made to subcontractor. The certification sharrears. Progress payments shall not be pro- certification. (Circular Letter 109.02-05)	all run 2 months in		

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Local Government Guidelines Form 8-11a January 1, 2014

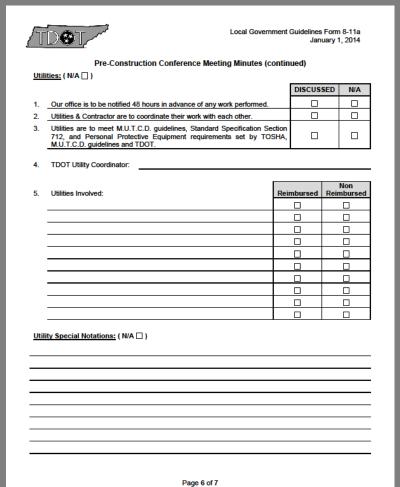
Pre-Construction Conference Meeting Minutes (continued)

Note: Mark with Check If Applicable Adjustments and/or special items Documentation needed during the duration of the job that apply to this contract ☐ Archaeological Cert. for Borrow Pit: (Circ Let ☐ Asphalt Content & Gradation: (Stand. Spec. 105.06-05 & Stand. Spec. 107.06) 604 Certification of work complete: (Stand. ☐ Asphalt Density Ded.: (Stand. Spec. 407.15) Spec. 604.03) Shop Drawings Approval Defective Concrete: (Stand. Spec. 604.15, 604.20, 604.31, & Circular Letter 604.21-01. If applicable, see Spec. Prov. 501RC and/or 501UT.) ☐ Material Variation Deduction: (Stand. Spec. ☐ Guardrail at Bridge Ends 411.10) CC-3: (Spec. Prov. 1247 & Circular Letter ☐ Fuel: (Spec. Prov. 109A) 1247-01) ☐ Bit. Material: (Spec. Prov. 109B) □ Liquid Anti-Strip: delivery tickets & invoices (Stand. Spec. 307.08, 307.09, 411.09, & ☐ AC: invoices (Stand. Spec. 307.08 & 411.09) □ Rideability: (Spec. Prov. 411B) □ (Spec. Prov. ☐ Rideability: 604R ☐ (Stand. Spec. 604.27)

TITING TO AND	Local Government Guidelines Form 8-11a				
	January 1, 2014				
Pre-Construction Conference	e Meeting Minutes (continued)				
Construction Special Notations: (N/A 🗌)					
-					
Safety Special Notations: (N/A)					
-					
-	_				

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Page 5 of 7





Local Government Guidelines Form 8-11a January 1, 2014

Pre-Construction Conference Meeting Minutes (continued) Attendee Listing

Company Name Phone Number

Page 7 of 7

Preconstruction Conference

ENVIRONMENTAL (EROSION CONFERENCE)

- An emphasis shall be placed on maintaining the construction project in regard to Environmental requirements. Construction projects require various permits to allow construction work to be performed (refer to the Statewide Storm Water Management Plan (SSWMP)). Refer back to the flow chart for sequencing of environmental permits.
- The SWPPP, the erosion control plans, and all applicable environmental permits shall be adhered to on the project.
- Various permits require routine inspections of erosion control measures, documentation of environmental issues that arise, and completion of various reports. The Local Government shall be responsible for compliance with all applicable environmental regulations, including reporting and records keeping (CL 209.01-02, CL 209.01-03, CL 209.01-04, CL 209.01-05).
- In the case that a separate Erosion Control Conference is necessary due to the magnitude of environmental work related to the contract, the following documents will be required.
 - Erosion Control Conference Notice (Form 8-10b)
 - Erosion Control Conference Meeting Minutes (Form 8-11b)
 - Erosion Control Conference Sign-in Sheet (Form 8-12)

Erosion Control Conference Documents

RE:	EROSION CONTROL	CONFERENCE NOTICE
	PIN:	
	County:	

State Project No.: Contract No.: Reference No.:

Description: To Whom it May Concern:

Federal Project No.:

An erosion control conference is to be held at , at the in . Tennessee for the contract, referenced above. The discussion will include details pertinent to project construction. All environmental permits will discussed. Your attendance and all sub contractors who will be involved with erosion control are requested to attend. Utility Companies involved will also need to be present. Notification of all affected utilities is the contractor's resolutions. If a sub contractor or utility company representative is not able to attend, please onlifty his office.

It is required that you bring the following information, if applicable, to the conference:

- 1. Name of the person in charge of the project and erosion control. This is to include their home telephone, mobile and pager number.
- A copy of all permits involved with the project.

If a subcontractor or utility company representative is not able to attend, please notify this office. If I may be of assistance or additional information is needed, please contact me at Persons having a disability that require access to participate at the meeting may contact the Local Government at TTY no less than (seven) days prior to the

Sincerely,

cc: Regional Construction Regional Environmental Coordinator Environmental Planning and Permits Division Regional ADA Coordinator contract file Environmental Division Natural Resources Office Environmental Ecology Section



Local Government Guidelines Form 8-11b January 1, 2014

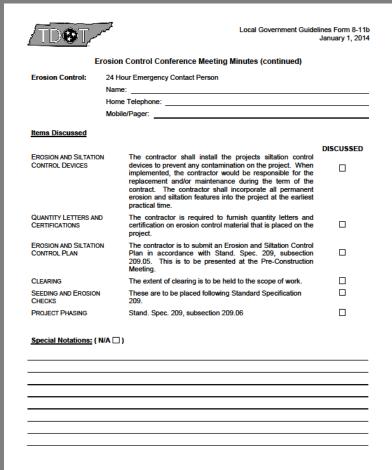
Erosion Control Conference Meeting Minutes

Date Held:		ATTENDEE LISTING ON LAST PAGE
Contractor:		
Contract:		Effective Date:
Project #:		<u> </u>
Reference #:		<u></u>
Project Supe	erintendent: _	
CEI	Personnel:	

The Following Information was Discussed and Materials, if Applicable, were Received at the Meeting.

		DISCUSSED	RECEIVED	N/A
1.	Erosion & Siltation Control Plan (Stand. Spec. 209.05)			
2.	Legal Relations & Responsibility (Spec. Prov. 107E)			
3.	Water Quality and Storm Water Permits (Spec. Prov. 107FP)			
4.	Acid Producing Rock Materials (Spec. Prov. 107L)			
5.	Protection of Streams, Lakes & Reservoirs (Spec. Prov. 107M)			
6.	NPDES Permits (Spec. Prov. 107P, Circular Letter 107.08-01)			
7.	S.W.P.P.P			
8.				
9.				
10.				
11.				
12.				$\overline{}$

Erosion Control Conference Documents



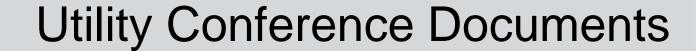
	Erosion Control Conference Meeting Minutes (continued) Attendee Listing		
Company	Name	Phone Number	

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Preconstruction Conference

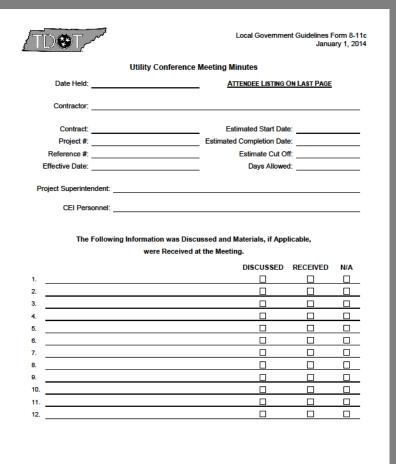
UTILITIES AND RAILROAD

- For utility steps, flow charts, and details, refer to Chapter 6: Right-of-Way, Utility and Railroad Procedures.
- Various highway projects require the adjustment of utility facilities to accommodate
 the activities of the highway contractor as well as meet the physical requirements to
 improve the section of the highway. Utility relocation work can be performed as part
 of the contract or prior to start of construction on the project. In either case, adequate
 documentation shall be maintained. In various circumstances the appropriate utility
 may be reimbursed for expenses incurred for the relocation. Reimbursement will be
 determined before utility work begins.
- In the case that a separate Utility Conference is necessary due to the magnitude of utility work related to the contract, the following documents will be required:
 - Utility Conference Notice (Form 8-10c)
 - Utility Conference Minutes (Form 8-11c)
 - Utility Conference Sign-in Sheet (Form 8-12)



RE: UTILITY CONFERENCE NOTICE PIN: State Project No.:
County: Contract No.:
Federal Project No.: Reference No.:
Description:
To Whom it May Concern: A utility conference will be held , at , at the in , Tennessee for the contract referenced
A utility conference will be held at , at the in Tennessee for the contract referenced above. The discussion will include details pertinent to project construction. Written notification is requested if a representative of your company is not able to attend.
If additional information is needed, please contact this office. If I may be of assistance or additional information is needed, please contact me at Persons having a disability that require access to particular at the meeting may contact the Local Government at TTY no less than (seven) days prior to the meeting.
Sincerely,
cc: Regional ADA Coordinator
Regional Construction Regional Utility Manager
Local Program Development Office
contract file

Utility Conference Documents



TDOT	Local	Government Guidelines Form 8- January 1, 2
	Utility Conference Meeting Minutes (con	tinued)
Traffic Control:	24 Hour Emergency Contact Person (N/A Name:	•
	Home Telephone: Mobile/Pager:	
Erosion Control:	24 Hour Emergency Contact Person (N/A Name: Home Telephone: Mobile/Pager:)
Customer Service:	Customer Service Representative (N/A) Name: Home Telephone: Mobile/Pager:	(Stand. Spec. 105.05)
Employee Safety:	24 Hour On-Site Contact Person (N/A) Name: Home Telephone:	(Circular Letter 107.01-01)

Utility Conference Documents



Local Government Guidelines Form 8-11c January 1, 2014

	Utility Conference Meeting Minutes (continued)				
Utili	ties:(N/A □)		DISCUS	SED	N/A
1.	Our office is to be notified 48 hours in advance of any work perform	ned	DISCUS	SEU	
2					
Utilities are to meet M.U.T.C.D. guidelines, Standard Specification Section 712, and Personal Protective Equipment requirements set by TOSHA, M.U.T.C.D. guidelines and TDOT.					
4.	TDOT Utility Coordinator:				
5.	Utilities Involved:	Rei	mbursed		on oursed
				_	
<u>Utility Special Notations:</u> (N/A □)					
_					
					—

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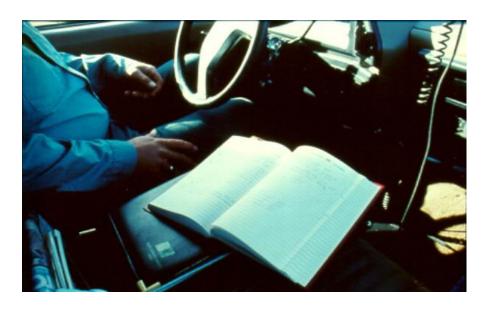
Local Government Guidelines Form 8-11c

Utility Conference Meeting Minutes (continued)

Attendee Listing

Page 4 of 4





CONTRACT ADMINISTRATION (CONT'D)

- Quality contract administration is a requirement to ensure that the construction project is built in accordance with the plans, specifications, and special provisions and is completed by the projected completion date. Refer to Form 8-16 for Local Government Construction Checklist.
- File Management Project files shall be neatly organized to adequately document and record all project correspondence, and provide full support for all payments and decisions made including material certifications and test reports, calculations, invoices, etc. in accordance with 23 CFR 635.123.
- Project files shall consist of the contract applicable files as required by Form
 8-6. Additional project files may be added as deemed necessary.

LGG Construction Checklist



Local Government Guidelines Form 8-16 January 1, 2014

Construction Checklist

PIN: County: Federal Project No.: State Project No.:

The following checklist is intended to serve as a guide to assist the local government during the construction process. This list contains basic requirements for most types of construction projects. The local government should check the Local Government Guidelines and the TDOT Circular Letters for requirements pertaining to individual construction projects.

Circular Letters for requirements pen	cular Letters for requirements pertaining to individual construction projects.			
Requirement	Details	Comments		
Local Government issues work order (LGG – Chapter 8)	Copies to:			
LG/CEI schedules Pre- Construction Conference (schedule at least 2 weeks in advance)	Notify: TDOT Reg. Const. or TDOT Consultant TDOT Reg. Materials & Tests TDOT Civil Rights Contractor/Subcontractors Utilities, etc.			
LG/CEI sends plans and copy of proposal (min. 7 days prior to Pre- Con Meeting) (LGG – Chapter 8)	Copies to: TDOT Regional Construction TDOT Reg. Materials & Tests			
LG/CEI issues Pre-Con Meeting Minutes (LGG – Chapter 8)	Copies to:			
Contractor submits required documents to LG/CEI at Pre- Construction Conference	Refer to LGG Chapter 8			
LG/CEI Issues Starting Notice on the 1st day work is performed on project (LGG – Chapter 8)	Copies to: Local Program Development Office TDOT Regional Construction TDOT Reg. Materials & Tests			
LG/CEI Inspects and maintains Daily Work Reports throughout life of project (LGG – Chapter 8) (TDOT SOP 1-1 and 1-2)	All inspectors must be qualified/certified as required. All documentation must be on TDOT Local Government Forms			





Local Government Guidelines Form 8-16 January 1, 2014

Requirement	Details	Comments	
LG/CEI performs Materials Testing and gives 72 hour notice to TDOT Materials & Tests for Independent Assurance & Verification tests	TDOT SOP 1-1 and SOP 1-2		
Contractor submits asphalt and concrete mix designs for approval prior to use on project	Submit to: TDOT HQ Materials & Tests		
Contractor submits subcontracts for approval prior to sub working on project	Submit to: • LG / CEI		
Contractor submits weekly Payrolls (CL 1273-02)	Submit to: • LG / CEI		
LG/CEI performs monthly contractor employee interview and verifies payroll information (CL 1273-03)	Copy to: Project file		
LG/CEI issues monthly progress payments to Contractor	Before payment is issued: Contractor payrolls must be up-to-date Labor Interviews must be on file All Material certifications and/or test reports must be on file for documented installed quantities All materials must come from approved sources on TDOT's QPL		
(LGG Chapter 8)	or Producer/Supplier List		
LG/CEI completes Monthly Construction Report (LGG Chapter 8)	Copies to: Contractor Surety		
LG/CEI performs Final Inspection w/ TDOT when all work is complete (LGG Chapter 8)	Copy to: Prime Contractor		
LG/CEI issues Completion Notice when project is complete and punch list items have been addressed. Completion date to be noted in Daily Work Report. (CL 105.15-01)	Copies to: Local Program Development Office TDOT Regional Construction TDOT Reg, Materials & Tests TDOT Civil Rights		
LG/CEI/Contractor prepares Contract Finalization Documents	Documents include: Final Estimate Overrun/Underrun Explanations End of Job Certificate CC-3(s)		
(LGG Chapter 8)	Material Certification Letter		

Page 2 of 2

CONTRACT ADMINISTRATION (CONT'D)

- Contract Proposal Book The executed Contract Proposal contains project information including contract items, item descriptions, unit prices, the total contract bid amount, special provisions, in addition to the required signatures to execute the contract.
- Starting Notice As soon as possible after work starts, the Local Government's Project Supervisor or Local Government Official shall send a notice by email (Form 8-17) that work has started to the TDOT Local Programs Development Office (Local.Programs@tn.gov) and the assigned TDOT Regional Construction Representative



Starting Notice

Local Program Development Office Tennessee Department of Transportation Suite 600 James K. Polk Building Nashville, TN 37243

Nashville, TN 37243

RE: START NOTICE

County: Federal Project No.:

Description:

To Whom It May Concern:

This is to advise the following on the above captioned project.

Work Begin Date:

Notice to Proceed Date:

Sincerely,

cc: Regional Construction Engineer
Regional Materials and Tests Engineer
Regional Environmental Coordinator
Manager, Comprehensive Inspections Program
Manager, Natural Resources Office
Director, Materials and Tests Division
Director, Small Business Development Office
Manager, Program Operations Office
Manager, Program Dev. & Sch. Office
Director, Labor Standards Division

HQ Finance (Contract Payments Section)

State Project No.: Contract No.: Reference No.:

CONTRACT ADMINISTRATION (CONT'D)

- Project Meetings Several project meetings are held throughout construction of the project.
- Partnering, scheduling, and progress meetings are held during construction.
 Detailed meeting minutes shall be documented, and kept in the project
 records "Correspondence File". A meeting sign-in-sheet shall accompany
 the meeting minutes. If necessary some project may require separate
 erosion control and utility meetings.
- Progress meetings shall be held at a minimum quarterly (or monthly/semi monthly for large projects) to discuss the status of the project and other project issues. The Local Government's Project Supervisor, Local Government Official and the TDOT representative shall be notified of the scheduled progress meetings.
- Attestation of Illegal Immigrants (CL 102.01.02) (Form 8-18) The Prime Contractor shall certify they are not knowingly utilizing the services of illegal immigrants in the performance of each contract (January 1 and July 1).





Local Government Guidelines Form 8-18 January 1, 2014

Attestation Regarding Personnel Used in Contract Performance

SUBJECT CONTRACT NUMBER:	
CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION	
NUMBER:	
(or Social Security Number)	

The Contractor, identified above, does hereby attest, certify, warrant, and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract.

SIGNATURE & DATE:

NOTICE: This attestation MUST be signed by an individual empowered to contractually to not the chief executive or president, this bind the Contractor. If said individual is not the chief executive or president, this document shall attach evidence showing the individual's authority to contractually bind

PROJECT INSPECTION AND DOCUMENTATION

- The Local Government/CEI shall maintain an adequate, qualified staff to administer the inspection and material sampling and testing in accordance with all circular letters, specifications, standard drawings, and contract documents. As previously noted, the services of a qualified CEI firm, unless otherwise approved by TDOT, shall be used for the inspection of work, the sampling and testing for acceptance (TDOT SOP 1-1), and proper and sufficient documentation of acceptance. The inspection staff shall be qualified and knowledgeable about the type of work taking place, be familiar with the contract documents, and certified in accordance with TDOT Standard Operating Procedures (TDOT SOP 1-3) when conducting sampling and testing of materials for acceptance.
- The TDOT representative will conduct routine project reviews, attend progress meetings, and participate in the final inspection of the project. The Local Government Project Supervisor and the Local Government Official responsible for the project shall be present at project reviews and the final inspection. Refer to C.L.105.11-01 for detailed information on the frequency of the project reviews. Any findings during the project reviews shall be responded to in writing by the Local Government Project Supervisor and the Local Government Official.

Page 1 of 8

CIRCULAR LETTER

SECTION: 105.11 INSPECTION OF WORK

Number: 105.11-01

SUBJECT: TDOT INSPECTION RESPONSIBILITIES ON LOCAL PROGRAMS PROJECTS

DATE: FEBRUARY 1, 2011 (JUNE 15, 2012)

In accordance with the TDOT and FHWA Stewardship Agreement, for Local Agency Projects:

"TDOT is responsible for assuring that all Federal-aid projects administered by local agencies comply with all applicable Federal and State requirements. TDOT is not relieved of this responsibility even through the project may be delegated to the local agency. In accordance with 23 CFR 1.11 and 635.105, TDOT is responsible for ensuring that the local agency is qualified and equipped to administer the project and has processes in place to smarre complismes with federal requirements."

In order to assure adequate construction and materials acceptance and testing, TDOT will have an active oversight responsibility in the pre-construction and construction of these local projects.

The Regional Construction Supervisor will assign a TDOT representative to participate in the project per-construction meeting, to conduct routine project reviews, to attend quarterly progress meetings, and to participate in the final inspection as required in the Oversight and Frequency table below. When TDOT is conducting the routine project review and final inspection, the Local Government Representative reponsible for the project shall be present. It is also preferable that the CRI be present during the reviews. The TDOT representative shall assure the quality of construction, completion of contract requirements, and project record keeping are astisfactory.

Required oversight and frequency (note these are minimum frequencies and more inspections may be needed if problems pensist);

Project Amount	Pre-construction	Project Reviews/Inspections	Final Inspection
	meeting	during construction	
<\$250,000	Required	Required- 1 inspection minimum	Required
\$250,000 - \$2,000,000	Required	 Duration < 4 months - Recommend 	Required
' ' '	· ·	I per mouth, but must do at least I	
		Duration 4-8 months, recommend	
		1 per month, but must do at least 3	
		inspectious at least 1 month sport	
		- Duration > 8 months,	
		Required every 4-6 weeks	
>\$2,000,000	Required	Required 1 per month minimum.	Required

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- CEI SCOPE OF SERVICES SUMMARY
 - 1. Erosion Control and Preconstruction Conferences
 - 2. Attend Weekly meetings
 - 3. Project Administration
 - 4. Provide Construction Inspection (Required Certifications)
 - OSHA 10 Hour Safety Training Construction (All field personnel)
 - Asphalt Roadway Paving Inspector TDOT
 - Asphalt Plant Technician TDOT
 - Class 1 Concrete Technician TDOT or ACI
 - Soils and Aggregate Technician TDOT
 - Nuclear Gauge Training
 - EPSC TDEC Level I TDEC

Certification from another State Highway Department, nationally recognized institution, or other approved agency may be acceptable in lieu of the TDOT certification. Prior approval is required.

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- CEI SCOPE OF SERVICES SUMMARY
 - 5. Conduct Field Surveys
 - 6. Supplemental Agreements/Construction Change, Force Account, VECP
 - 7. Shop Drawings
 - 8. Quality Assurance, Testing for Acceptance, and Training
 - 9. Progress Payments
 - 10. Revisions to the Contract Plans
 - 11. Distribution of Correspondence

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

CEI SCOPE OF SERVICES SUMMARY

12. Inspection of Work:

- Provide inspection services for conformance to Plans and
- Observe, measure, and record all quantities for payment.
- Record field measurements for review by the Department or auditors.
- The records will be recorded on a standard form (fieldbook) supplied or defined by the Department and/or on field inspection forms to be submitted to the Department.
- o Check traffic control daily, and additionally as required or requested.
- Notify the contractor of deficiencies or problems immediately.
- The consultant is not charged with the role of safety inspector, but expected to have unsafe issues corrected by the Prime Contractor.
- Document weekly (or as often as necessary) project traffic control and distribute reports as required.

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

CEI SCOPE OF SERVICES SUMMARY

12. Inspection of Work (cont):

- Inspect daily erosion control items for conformance to the plans as well as effectiveness in the field. Notify the contractor of deficiencies.
- Prepare to justify any and all pay quantities.
- Prepare an accurate daily diary signed by the inspector, consisting of:
 - A record of the contractors on the project
 - Their personnel (number and classification)
 - Equipment (number and type or size)
 - Location and work performed by each contractor or subcontractor
 - · Orders given the contractor
 - Events of note on the project

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- CEI SCOPE OF SERVICES SUMMARY
 - 12. Inspection of Work (cont):
 - Prepare an accurate daily diary signed by the inspector, consisting of (cont):
 - Accidents on the project w/(police report, fatalities, causes, time, etc.)
 - Weather conditions, precipitation, temperature (AM, noon, PM)
 - Days charged (if working day contract), with explanation if not charged
 - Equipment arriving or leaving the project, idle equipment
 - Any other details that may be important later in the project life

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

CEI SCOPE OF SERVICES SUMMARY

- Inspection will be needed full time while the contractor is working. Project
 inspection crews will vary. You will always need a certified concrete
 inspector when placing concrete. You will need a certified roadway asphalt
 inspector and a certified asphalt plant technician when placing asphalt
 paving. Below is typical inspection crews needed for construction projects:
 - o Paving project: 1 field inspector, 1 plant inspector, 1 project engineer and records assistant
 - Road Widening project: 1 field inspector, 1 project engineer and records assistant (concrete inspector, asphalt inspectors and EPSC inspector as needed)
 - Bridge project: 1 field inspector, 1 project engineer and records assistant
 - Signal replacement project: 1 manager/inspector and records assistant

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- The Local Government or their CEI representative shall conduct all acceptance testing (TDOT SOP 1-1). A representative from TDOT Regional Materials and Tests shall conduct all verification and independent assurance testing for the local project in accordance with (TDOT SOP 1-2).
- Various methods shall be used to document project activity. Daily activities are
 documented in the project diary, work item quantities are documented in the field
 book, adjustments/additions/deductions are calculated using worksheets, and specific
 reports and checklists are used to establish the quality of work. A Project Diary
 template and looseleaf fieldbook templates are available on the Local Programs
 website.
- The Local Government's Project Supervisor, project office personnel, and inspectors
 are required to maintain accurate and complete records of all construction work. All
 records shall be made available for review at TDOT's request.
- It is of prime importance in the administration of a contract that measurements and calculations of contract item quantities are accurate, that records of such quantities are complete and detailed enough to sustain audit, and that records of all other activities pertaining to the contract contain sufficient details and are clear enough to be read and understood by anyone unfamiliar with the project.



Materials and Test Standard Operating Procedures (SOP)

June 4, 2010 November 28, 2011 REVISED: February 25, 2014

Tennessee Department of Transportation **Division of Materials and Tests**

Procedures for the Sampling and Testing, and Acceptance of Materials and Products (SOP 1-1)

Purpose:

The purpose of this document is to establish the procedures and minimum requirements for the acceptance, verification, and certification of materials and products used on TDOT projects and projects under the oversight of TDOT (Local Projects, Grants, etc. that include Federal Funds).

Background: Acceptance of materials, or combination of materials, may be accomplished in several different ways. Federal requirements state that each State Highway Agency shall develop a Quality Assurance Program which assures all materials, on projects in which Federal monies are used, conform with the requirements of the approved plans and specifications. In addition, these procedures assure projects using state funds will also be constructed using the highest quality materials

Policy:

All materials used on TDOT projects must be accepted prior to use. Acceptance of materials is normally by:

- 1 Testing during the production of a product (e.g. hot mix asphalt, portland cement concrete, base materials).
- 2 By manufactures certifications, followed by random verification testing (e.g. reinforcing steel, cement, liquid asphalt) (refer to SOP 1-1, Part 4 using Random Numbers for Sampling and Testing)
- 3 Pre-approval and testing of a product or its components prior to being used (e.g. aggregate quality, gray iron castings, reinforced concrete pipe, corrugated metal pipe)(usually TDOT stamped), or
- 4 From the Qualified Products List (QPL) with certifications (e.g. sign sheeting, erosion control blankets, pavement marking materials).

The procedures set forth in the TDOT Materials and Testing Standard Operating Procedures Manual, the Sampling and Testing Schedule, the Sampling and Testing Guide, the Verification procedures, and the Independent Assurance Procedures, shall be used to document the minimum requirements for product

NOTE: For those projects constructed under the oversight of TDOT (Local Projects, Grants, etc. that include Federal Funds) any reference in SOP 1-1 part 1 and SOP 1-1 part 2 that refers to TDOT Personnel being the sampled by party, is replaced by the Agency's CEI or Certified sampling and testing technician.

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- Project files shall be neatly organized to adequately document and record all project correspondence, and provide full support for all payments and decisions made including material certifications and test reports, calculations, invoices, etc.
- Common types of documentation:
 - Project Diary
 - Item Documentation
 - Field book documentation
 - Item quantity tickets
 - Work item quantities
 - Cross-section quantities
 - Bridge Foundation Information
 - Item Adjustment Worksheets
 - Certified Public Weigher Review

Project Diary Example

DRO IECT DIADY.	
PROJECT DIARY:	
DAY OF WEEK: (MTWTHFSS) MONTH/DATE September 20, 2010 CONTRACT#: 112917 PROJ. #: Metro Signal Enhancement, COUNTY: DAVID	SON
WEATHER: TEMP. AM 75 CONDITIONS Partly Cloudy TEMP. PM 90 CONDITIONS Cloud	(c)
CONTRACTOR 1 (PRIME CONTRACTOR): 55W trenching, conduit and flowable fill placement	
Item or type of work explanation: 5 EW trunchay east (across Littenstive) pleung conduit, Trenched West to East across	Gallatin
PERSONNEL: Supt. Operator (D) EQUIPMENT: PAY ITEMS INSTALLED: Removel Personnel Person	Rt-Lt c/l
Surveyor Unskilled Laborer Bulldozer Haul truck(3 or 4 axle) Item No. 730-12-07 Descr. Z"PVC Oty 140LF Sta East 5 d.	TNY Rt-Lt c/l
Foreman Z Skilled Laborer End Loader Haul truck (5 or more) Item No. Descr. Oty Sta Galla from	Alke Rt-Lt c/l
Coperator (A) Truck Driver(2 Axle) Backhoe Dump Truck (Art.) Item No Descr Qty Sta	Rt–Lt c/l
Operator (B) Truck Driver(3/4 Axle)/ Bobcat/ Trackhoe Item No Descr Qty Sta	Rt–Lt c/l
Operator (C) Truck Driver(5 or more) Grader Van Roller Item No Descr Qty Sta	Rt-Lt c/I
1 - Drill French for Factor's 1 - Frenching Machine	
Footer 81 12'-2" Clooks grand water MAHAHAM & 2" depth	
Talland to dissign engineer for faters someth are interested on interested to distinct the state of the state	
New Mampster arest	in back corner
55R recommendation. Dump distinct prior to Documer the Security of the Documer Security of the Security of the Control water and Control water added the add water.	man to fill
* West side of notesection	Carriach and
Part Anto Dealer Pempred Grented to stare Material on 5th.	prior Permission
Mass relayed musage to equipment and stay off	
SSR, INC. Inspector: Trey Gaines Hours worked: 810 Visitors: Bob Wethofer MPW photos, traffic Castel and property on west	sich complaint,
Notes: KS Ware unable to povide porcore for flavable fell testing today. Technicians tied up in other projects and	o ther

Electronic Project Diary Example

SSR Smith Seckman Reid, Inc.

Smith Seckman Reid, Inc.

Daily Report

Veterans Parkway - Millington, TN

South

Federal Project # - STP-M-9411(5) State Contruction # - 79LPLM-F1-005

TDOT PIN - 107354.00

Wes

Federal Project # - STP-M-9403(118) State Contruction # - 79LPLM-F1-060

TDOT PIN - 110903.00

Report Date: 05/09/2011
Prime Contractor: Dement Construction Company, LLC

Weather: Temperature:

Created By: Ben Wallus at 05/09/2011 11:50 PM
Revised By: Chris Sweat at 06/01/2011 06:24 PM
Approved By: Chris Sweat at 06/01/2011 06:24 PM

Remarks

SSR Time Charges: B. Wallus - 5.0 Hrs (Ins T. Boone - 9.5 Hrs (EPS

Work Performed: Sou

T. Boone - 9.5 Hrs (EPS) South:

Moving soil on to site from borrow pit located of Pleasant Ridge Rd. Approx 93 trucks

Dozentrax Clearing and Grubbing

Reel Neet Installing Silt Fence w/ Back Dement

Dement
Installed interconnected barrier rail on West Union Rd.
Cleaning and maintaining pile driving hammer.

Personnel

Crew: Ti	raffic Control Crew Contra	ctor:Dement Construction Company, LLC
Worker Type	Count	Hours
Foreman	1	
Class "A" Operators	2	
Skilled Laborer	3	
Unskilled Laborer	3	
Truck Driver (5 or more axles)	1	
Superintendent	1	

Daily Report: Veterans Parkway Page 1 of 4 06/28/201

	Crew: Grading Crew	Contractor:Ferrell Paving, Inc.
Worker Type	Count	Hours
Foreman	1	
Class "A" Operators	2	
Truck Driver (3/4 axles)	8	
Truck Driver (5 or more axles)	1	
Superintendent	1	
Class "B" Operators	1	
	Crew: EPSC Crew Co	ntractor:Reel Neet Lawn Service
Worker Type	Count	Hours
Skilled Laborer	1	
Unskilled Laborer	4	
	Crew: Clearing Crew	Contractor:Dozentrax USA, LLC
Worker Type	Count	Hours
Class "A" Operators	1	
(4 Crews)		

1111	

		-		
Description	Active	Idle	Comments	Contractor

Daily Report: Veterans Parkway

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06/28/2011

Electronic Project Diary Example

Pickup Truck	2	Dement Construction Company, LLC
Pile Driver	1	Dement Construction Company, LLC
Bulldozer	1	Dement Construction Company, LLC
Crane	2	Dement Construction Company, LLC
Haul Truck	1	Dement Construction Company, LLC
Dump Truck	8	Ferrell Paving, Inc.
Trackhoe	1	Ferrell Paving, Inc.
Farm Tractor	2	Ferrell Paving, Inc.
Spreader (Box)	2	Ferrell Paving, Inc.
Bulldozer	3	Ferrell Paving, Inc.
Roller (Implement)	2	Ferrell Paving, Inc.
Roller (Compaction Self- Propelled)	3	Ferrell Paving, Inc.
Dirt Pan	5	Ferrell Paving, Inc.
Articulated Construction Tractor	5	Ferrell Paving, Inc.
Disc	2	Ferrell Paving, Inc.
Haul Truck	1	Reel Neet Lawn Service
Trailer (Utility)	1	Reel Neet Lawn Service
Farm Tractor	1	Reel Neet Lawn Service
Pickup Truck	1	Dozertrax USA, LLC
Trackhoe		Dozertrax USA, LLC
Mulcher	1	Dozertrax USA, LLC
(21 Equipment Records)		

Daily Report: Veterans Parkway

Item	Unit	Unit Price Quantity Placed		Posted Amount
Section: 1 - Roadway				
201M01 CLEARING AND C	LS GRUBBING	\$324,300.000	0.00	\$0.00
Remarks: Dozertra	x			
Location: 5+200				
		Funding Details		
South			0.00	\$0.00
West			0.00	\$0.00

Item	Unit		Unit Price	Quantity Placed	Posted Amount
203M10	m3		\$7.490	883.50	\$6,617.42
EMBANKMEN:	T (COMPACTED IN PLAC	E)			
Remarks: Ferrel	d: 93 Trucks				
Location: Area b	between Raleigh-Millington	Rd. and North Fo	rk Creek		
		Fu	nding Details		
South				883.50	\$6,617.42
West				0.00	\$0.00
Material		Unit		Quantity Used	
EMBANKMENT (METRIC) (203h	(COMPACTED IN PLACE) (10)	m3		883.1	0
209M08.02	m		\$13.780	183.00	\$2,521.74
TEMPORARY S	SILT FENCE (WITH BACK	IING)			
Remarks: Reel 1	Neet				
Location: 4+870	IRT to 5+050RT				
		Fu	nding Details 🗥		
South				0.00	\$0.00
West				183.00	\$2,521.74
Material		Unit		Quantity Used	
TEMPORARY S BACKING) (ME	ILT FENCE (WITH TRIC) (209M08.02)	m		183.0	0
712M02.02	m		\$60,000	109.80	\$6,588.00
INTERCONNEC	TED PORTABLE BARRI	ER RAIL			
Remarks: Deme	ent: 18 Sections (20ft)				
Location: West	Union Rd.				
		Fu	nding Details		
West	4 7		_	109.80	\$6,588.00
Material		Unit		Quantity Used	
INTERCONNEC RAIL (METRIC)	TED PORTABLE BARRIER (712502.02)	m		109.8	0
(4 Items)			1	Total Posted Amount:	\$15,727.16
	_				. ,

06/28/2011 Daily Report: Veterans Parkway Page 4 of 4

Work Item Quantity Spreadsheet Example

	5/		tem Number	C	701-02.01		0		
promise and the	D: #4		escription	Concre	te Handicap Ra	imp (Retroin	1)	-	
Contract: Project:	Pin # 1 83LPLM30						Plans Quantity	600 S.F.	
					4				Uı
Date	Station	Station	Location	Pay Qty	Rem			Inspector	
/28/10	72+12 Rt.		Russell & High St.	143.85 S.F. √	See Drawing #3	Paid Est. # 1	Larry Rader		
/28/10	72+57 Rt.		Russell & High St.	143.85 S.F.	See Drawing #3	Paid Est, #1	Larry Rader		
/30/10	60+30 Rt.		Russell & City Hall	155.00 S.F. /	See Drawing #3	Paid Est. # 1	Larry Rader		
//30/10	69+40	69+53 Lt.	Russell St.	67.50 S.F. /	See Drawing #2	Paid Est. # 1	Larry Rader	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	
7/30/10	0+95	0+81.5 Lt.	Russell St.	71.55 S.F. /	See Drawing #2	Paid Est. # 1	Larry Rader		
7/30/10	60+41 Lt.		Russell St.	159.00 S.F. /	See Drawing #1	Paid Est. # 1	Larry Rader		
tatill III									
							390.5		1
	1								
		1				2002			
		1							
						0.00			
		-					1		
					+				
+									
	-				-				
			<u> </u>						
									_
			Total	740.75 S.F. Pa	id on Est. #1				
		43	0			LE L	+		
	Co	omputed By: Lar	rv Rader		Check	ted By: Gordon	L. Hunter		
oril 15, 1998 ecember 17, 20						· · · · · · · · · · · · · · · · · · ·		· ·	
ecember 17, 20	02)								
								Page	

Certified Public Weigher Review

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Attachment A Certified Public Weigher Review March 1, 1987

TDOT Reviewer	
Name	Contract No.
Title	Project No.
Date	Reference No.
<u> </u>	County
	Contractor
	Supplier
PLANT	LOCATION
CERTIFIED WEIGHER'S NAME	
LICENSE NUMBER	DATE OF EXPIRATION
Is certified weigher's license posted near the s Yes	
Is the weigher a certified personnel or a non-ceyesNo	ertified personnel?
Is the certified weigher the only person operate Yes	ing the scales or weight recording equipment?
Is the certified weigher's signature and seal (r material is being weighed? Yes	nanual or electronic) put on the original ticket as the No
Is the certified weigher establishing tare weighter Yes	hts on all trucks before hauling begins?
Is the certified weigher recording the tare weight Project Supervisor? Yes	ghts in a Field Book or DT-1345 furnished by the No
	information: Date; Time; Truck Number; Weight of gher? YesNo
Are tare weights being taken every other day progresses? YesNo	
For trucks hauling Bituminous Plant Mix Mat weights of the truck being determined jus YesNo	erial, loading from a surge or storage bins, are the tare t prior to each loading of the truck?
 Is gross weights for trucks determined by ax Annotated, Section 55-11-203(6)? Yes 	
11. Is the maximum gross weight begin observed	d? Yes No

This form is to be completed DAILY when material is begin hauled to the project. Record all requested	
information for each vehicle utilized and turn this form in to the office with the "COPY OF RECORD"	
(tickets) for each day	

DATE	PROJECT NO:	CONTRACT NO:	COUNTY	

VEHICLE I.D. NO.	TARE WEIGHT	TIME	NUMBER OF AXLES & TYPE OF TRUCK	REMARKS

CERTIFIED WEIGHER'S SIGNATURE AND STAMP

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- Asphalt
 - 1. Hot Mix Asphalt Plant Inspector Checklist (Circular Letter 407.04-01) (Form 8-19)
 - 2. Hot Mix Asphalt Roadway Inspector Checklist (Circular Letter 407-14.01) (Form 8-20)
- Bridge Deck
 - 1. Pre-Pour Checklist
 - 2. During Checklist
 - 3. Post Pour Checklist

Safety

- 1. Work Zone Traffic Control Inspection Form (Circular Letter 712.07-01)(Form 8-21) (weekly)
- Guardrail
 - 1. Guardrail and Guardrail Terminal Anchor Daily Field Report (Circular Letter 705.05.01) All guardrail shall be inspected at the time of installation. Guardrail end terminals shall be tagged using the appropriate Guardrail Decal.
 - 2. Guardrail Inspection Form for Deficient or Deviated Terminal Units Deficient Guardrail found upon inspection shall be documented on the Guardrail Inspection Form for Deficient or Deviated Terminal Units
- The Guardrail Decal and Guardrail Inspection Form for Deficient or Deviated Terminal Units are available from the local TDOT project field office.

Asphalt Plant Checklist



Local Government Guidelines Form 8-19 January 1, 2014

TDOT Hot Mix Asphalt Plant Checklist Federal Project No. State Project No .: Contract No: Producer & Location: Plant Make And Type: Are adequate stockpile areas provided? Are they separated with Bins. Stalls. Partitions or Walkways? (407.04) Are bituminous storage tanks adequately equipped to heat and circulate during Are there suitable sampling outlets for AC and Anti-strip? Are there separate feeders for each size of aggregate? Is there a thermometer or other temperature recording instrument at the discharge end of the dryer? Is there approved anti-stripping additive in-line blending equipment installed on the plant? Is there a flow-meter and can the flow meter be calibrated? Is there a Pyrometer for recording temperature and temperature regulating apparatus for control of aggregate temperature? Is there a safe platform provided for access to top of truck beds for inspection and sampling of the hot mix? Is there safe access to storage tanks, control Platforms and Mixer Platforms? What date were platform scales checked for accuracy? Are weight limits posted or on file in the control room? What date were aggregate scales checked for accuracy? What date were AC scales checked for accuracy? Is all Test Equipment properly tagged by TDOT Regional Materials within a 2 Is the Producer maintaining a log of his interim equipment calibrations, correlations, and/or repair work? Is the process control plan posted or filed at the lab? Are Control Charts posted and kept current? Has a Certified Weigher Review been performed? Are Acceptance Tests being performed independently of the QA/QC tests? Are samples being collected and performed on a random basis? Are samples for Acceptance Tests being split for further testing at the Regional Are contingency and referee samples being obtained? Do the Stockpiled Aggregates match the Gradations on the JMF (within Is this plant producing mix consistently within tolerances for gradation, AC percentage and Temperature?

TDOT	Local Government Guidelines Form 8-19 January 1, 2014
Additional Remarks:	
Inspector Signature:	
Inspector's Title:	
Date of Inspection:	
cc: Regional Materials	

Project Supervisor

Page 2 of 2

Asphalt Laydown Checklist



County: Federal Project No.: State Project No.: Prime Contractor: Paving Contractor: Local Government Guidelines Form 8-20 January 1, 2014

Date:							
Inspection By:							
Contract No:							
Project Description:							
The inspection checklist shall be completed by the Project Supervisor, or their designated							
representative, during the test strip const		, ,	,				
, , , , , , , , , , , , , , , , , , , ,	1450						
Li-Li (0ti 740.00)	YES	NO	COMMENTS				
Lighting (Section 712.02)							
If applicable, has a Lighting plan been		ΙП					
submitted and approved?							
Is lighting on all paving equipment		l –					
(Paver, Transfer Device, Rollers, trail							
vehicle) per the approved plan?							
Is the lighting adequate?							
Milling/Cold Planing (Sect. 415)							
What is the width of the milling			Width =				
machine(s)?							
Are the milling teeth in good condition	I 🗆	I 🗆	Teeth spacing =				
and all in place?			· com spacing				
Is the milled surface free of scabbing,		Ιп					
scallops, gouges, ridges, etc?			_				
What is the forward speed (ft. /min?)			Speed =				
Is the proper depth and cross-slope							
being obtained by milling?							
Tack Coat (Sect. 403)							
Has the tack coat test strip been							
completed and is acceptable? What is	l 🗆	l n	Application rate=				
the application rate to obtain the proper			Application rate—				
residual rate?							
Has the existing surface been cleaned		_					
and all foreign materials been							
removed?							
Material Transfer Device (MTD) (SP40)	7G)						
Does the MTD have a minimum of 15		_					
tons storage capacity and capable of							
remixing the material?							
Does the paver have a surge hopper							
with a minimum of 15 tons storage							
capacity and sloping sides?							

Page 1 of 4

Hot Mix Roadway Inspectors Checklist



Local Government Guidelines Form 8-20 January 1, 2014

3 2 3			
	YES	NO	COMMENTS
Rollers (407.07)			
Are three rollers of the required size			
being used as required (except CS mix) (407.15)?			
If the inside shoulder and inside traffic			
lane are being paved concurrently, is	lπ	Ιп	
there a 4th roller (min. 4 ft wide) for the shoulder?			
Is a pneumatic roller (rubber tire) used			
for intermediate rolling?	l		
*If a latex or polymer additive is used a	l		
steel wheel roller may be used instead			
of a pneumatic roller for the			
intermediate roller provided the surface	l		
course meets density requirements.	l		
Are rollers equipped with a device for			
moisten and cleaning the wheels as			
required? (407.07)			
Are all spray nozzles working properly			
(no dry spots or asphalt being picked	I 🗆		
up on the wheels)?	l		
Is a release agent being used on the			Times
tires of the pneumatic roller? If yes,			Type: Approved:
what type and is it approved?	_		Approved.
Paver (407.06)			
Is a minimum 40-foot ski or non contact			
grade control system used for grade			
control? (407.14)			
Is the mix maintained at half the auger			
height?			
Are auger extensions within 18 inches			
of the end plate?			
Is the paver screed heated?			
Is the screed producing effectively a	l		
finished surface of required evenness	l n	lп	
and texture without tearing, shoving or			
gouging the mixture?			
Are temperature limitations being			
adhered to? Is there an approved "cold	l n	lп	
weather paving plan" if out of			
season?(407.09)			
Is the surface upon which the mix is to			
be placed free from excessive			
moisture?			
Does the mix have an even texture,			
free from segregation, tearing or			
shoving?		I	

Asphalt Laydown Checklist



Local Government Guidelines Form 8-20 January 1, 2014

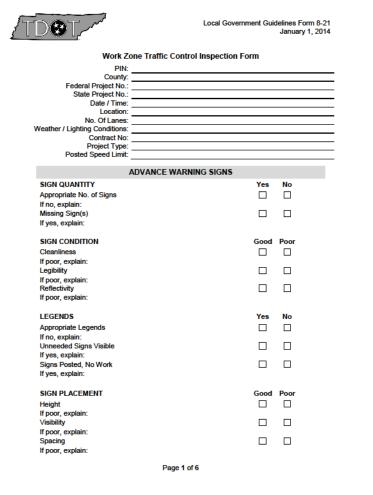
	YES	NO	COMMENTS
Is the pavement and shoulder cross			
slope being checked. Are they correct			
(within 0.5% of the plans)?			
Are depth checks being made? Is the	lπ	Ιn	
thickness correct?			
Delivery			
Are truck beds covered with tarps	_	l _	
extending 6 inches over the sides and			
secured at 5-foot intervals? (407.05)			
Are truck beds tight, clean, and	l _	I _	
smooth, with a thin coat of approved			
release agent?			
Is the inspector accepting the weight	I 🗆	I 🗆	
tickets and signing them?			
Does each truck bed have a 1/4" hole	ΙП	ΙΠ	
for checking temperature?			
Is the inspector recording temperatures	l –	l –	
every 3rd load. (Sampling and Test			
Guide)		.	
Is the mix temperature in the paver	lп	lπ	
hopper within the allowable		⊔	
specification limits? (407.11) Longitudinal Joint			
			l e
Is the joint area along the edge clean prior to placement of the adjacent mat?		lπ	
Tack coat applied?			
Is the material slightly high at the joint		-	
to allow for compaction (about 0.2" per	lπ	Ιn	
1" laid)?			
Is the longitudinal joint being		-	
overlapped 1 to 1.5 inches over the	l n	I 🗆	
adjacent mat to create a tight joint?	l	l	
Is the luter casting mix across the mat?			
On a multiple course pavement, is the			
longitudinal joint offset by one foot of	Ιп	l n	
the preceding layer?	ı –	ı –	
For surface course, is the longitudinal			
joint at the lane/center line of roadway?			
Transverse Joint	-	•	
When tying into existing pavement is a			
full head of material maintained in front		I 🗆	
of the screed to the end?	ı –	ı –	
Is the material slightly high at the joint			
to allow for compaction (about 0.2" per			
1" laid)?			

	1450		January 1
	YES	NO	COMMENTS
When continuing paving, is the joint thoroughly cleaned and tack applied to ensure a good bond?			
Is the joint straightedged to ensure smoothness?			
Test Strip (407.15)			
Is the test strip a minimum of 400 SY as required?			
Is the mix being compacted to achieve maximum density?			
Are cores taken where directed to calibrate the nuclear gauges?			
Do the average and individual nuclear densities meet minimum requirements for the ADT and type of mix (expressed in percent of maximum theoretical density)? What density is required?			Required density:
COMMENTS:			
Click here to enter text.			

Page 3 of 4

Page 4 of 4

Traffic Control Checklist



D&T,	Local Government Guidelines Janu	Form 8-2 ary 1, 201
ARROW PANEL (A, B, C, or D)	Good Poor	
Placement		
If poor, explain:		
Delineated / Shielded		
If poor, explain: Removed When Not In Use	пп	
If poor, explain:		
SIGN SUPPORTS	Yes No	
Stationary Sign Supports		
Installed per TDOT Specs.		
If no, explain:		
Portable Sign Stands		
Removed from Clear Zone When Not In Use If poor, explain:		
CHANNELIZING D	EVICES	
TYPE OF UPSTREAM TAPER (CHECK ONE)	_	
Merging	님	
Shoulder Shifting	님	
One-Lane, Two-Way	H	
One-Lane, Two-Way		
DOWNSTREAM TAPER (OPTIONAL)	Yes No	
Used		
Taper Length: Feet		
Legibility		
If poor, explain:		
Reflectivity		
CHANNELIZING DEVICE	CONDITION	
DEVICE	Good Poor	
Barricades Type I, II, or III		
If poor, explain:		
Drums		
If poor, explain: Cones	пп	
If poor, explain:		
Tubular Markers	ПП	
If poor, explain:		
Vertical Panels		
If poor, explain:		

Guardrail Checklist

Guard	STATI DEPARTMEN		PORTATION		eport
Date: Project Number: Contractor:			County: Contract Number: Suandrail Contractor:		
Route: Type of Installation	NBW	MAINTENANCE	ON CALL		UPGRADE
Location (Station(s), L.M.)	Item Installed		entity and Unit of Measurement	Pa	y Item
(705-01 Items for "Drill Guardrail/end terminal	ed in rock in accordance with the specifi ing or Boring Posts in Rock") illems(s) installed are in agreement with		number of holes w		ue.
requirements of the pa > End terminals are NCH and detailed drawings > Pad for guardrail anch	IRP 350 approved. Certification, accept are on site:	ance letter	□ve		□NA □NA
> Estimated pad materia Contractor TDOT		C.Y.			Links.
 Posts and blockouts are and are at correct dept 			VE	s 🔲 NO	□N/A □N/A
	tailed in accordance with standards: Vaugered, backfill material around the p	osts has		_	□ N/A
> Site has been cleaned:	lled according to standards and specific : bes have been installed in accordance		YE	S NO	□N/A □N/A □N/A
> Contractor furnished a	copy of the material guarantee letter ar -2) to the Project Supervisor as a report		□ YI	s □no	□N/A
Modifications/comments:	If any <u>modifications</u> are made, o	explain below. If NO	, place comment(s	s) below.	
Foreman/Superintendent Guardrail Contractor.			TDOT Inspector:		

Page 2 of 2

ATTACHMENT #1

RECOMMENDATION FOR TAGGING GUARDRAIL END TERMINALS



			TENN	ESSEE I	DEPARTM	ENT O	F TR	ANS	POR	TATI	ON				
			TC	REPOR	RT DAMAG	E CAL	L 61	5-35	0-430	00					
	IN	STALLA	TION	DATE				(CONT	RAC	TNU	MBE	R		Т
		MC	HTM				В		С		D	E		F	П
1	2	3	4	5	6										Т
7	8	9	10	11	12	0	1	2	3	4	5	6	7	8	
		YI	EAR	100		0	1	2	3	4	5	6	7	8	9
06	07	,	08	09	10	0	1	2	3	4	5	6	7	8	5

The above tag is an all weather decal that will adhere to any material including metal and wood. A hole punch is used to specify the installation date and contract number. The design is similar to the tag used for lighway signs fabricated by the Department of Transportation. The tag should be placed on the guardrall end terminal in an area that is not likely to be damaged on impact, similar to the example above. The Division of Materiah and Tests will procure the tags and distribute them to the regions, as needed. These tags will be installed on new guardrail end terminals on both new construction and one-all ministenance projects.

Guardrail Inspection Form

				County:		cation: N & E	W Roed Side : Med. 3	8h
Time:	Mile merker :	Inspector	:(P	rint name)		(8	Signature)	
<u>-</u>			89-9 - MSN X	D. TIDAKA				
 	<u>47 . </u>	<u> 44</u>		<u> </u>	15			
1 5 10	<u> </u>	† 1	M *X 1 VA* BUTTON D BOLTO AND MUTS AT BPLEZE	<u> </u> 	+	· -•		ז וכ
		Í		1	1	1		_
	(3)				(A)	1	M M	
П	Langth =	Ů҈ ╚	∐(8) Lungh=	 	Lungili =	Langilla =		
			#XFZ##WKDPOST				(1)	
	e: SKT350 ET2000 y of Hazard stickers:		R (Circle One)		s Damaged (Le ES, Please Com	. Sawed or Torch ment below)		1=_
	ew Wooden Post: 1 2 ow Guardrail:		676					
	Teurt:							
Comm	ents:							_
	·							

CONSTRUCTION INSPECTION OF STRUCTURES

- The requirements in Section 8.2.16 shall apply to construction inspection of structures in addition to the following requirements.
- The Bridge Construction Inspector's Checklist (Form 8-22) shall be completed for each bridge on the project and forwarded to the Division of Structures at completion of the work along with an electronic copy of the contract drawings.
- A qualified construction inspector shall be on site to view foundation conditions and substructure construction including but not limited to: driving of piles, concrete pours, girder erection, steel spacing and elevations, deck pouring operations (TDOT SOP 4-1), and other structural appurtenances as necessary. This inspector will be responsible for maintaining a daily diary.

CONSTRUCTION INSPECTION OF STRUCTURES (CONT'D)

- The Structures (Construction) Checklist (Form 8-23) shall also be submitted with the as-built plans.
- Bridge (A Pre-Pour Meeting shall be scheduled and conducted prior to any bridge deck pours.) (CL 604.17-01)
 - 1. Bridge Deck Pre-Pour Checklist (Form 8-24)
 - 2. Bridge Deck During Pour Checklist (Form 8-25)
 - 3. Bridge Deck Post-Pour Checklist (Form 8-26)

Bridge Inspection Checklists



Local Government Guidelines Form 8-22 January 1, 2014

Bridg	e Construction Inspector's Checklist
PIN:	
County:	
Federal Project No.:	
State Project No.:	
Bridge Name:	
CEI Bridge Inspection	
Representative:	
Bridge Identification No.:	
Project Description:	

	Activity Verified	Date Inspected/Verified	Corrective Action Taken (Y / N)
1.	Stationing of all substructures		
2.	Pile lengths documented at each substructure		
3.	Plans footing elevation		
4.	Footing position and skew		
5.	Footing reinforcement size and spacing, column steel projection		
6.	Column longitudinal and transverse steel size and spacing		
7.	Bridge seat elevation @ exterior beams of abutments and intermediate supports		
8.	Concrete cylinder strengths meet contract minimums for all substructures		
9.	Deck reinforcement location and size		
10.	Proper screed rail elevations set		
11.	Plans deck thickness computed before pouring concrete		
12.	Deck curing materials applied after deck pour		
13.	Deck concrete cylinder strength recorded		

★ Copy of this report to be forwarded to the Division of Structures, Suite 1100, James K. Polk Building, Nashville, TN 37243-0339.

Page 1 of 1



Local Government Guidelines Form 8-23 January 1, 2014

Structures (Construction) Checklist

PIN

County:

Federal Project No.: State Project No.:

Any item not checked yes on the list shall have a written explanation why the condition cannot or has not been met in the comments column.

Bridges	Yes	No	Comments
A CD containing as-built drawings and final foundation type, including footing elevations and lengths of individual piles, will be furnished to the TDOT Division of Structures.			
Foundation Data Sheet complete			
The engineer of record will contact the TDOT Regional Bridge Engineer to request an initial acceptance inspection.			

Bridge Deck Pre-Pour Checklist



Local Government Guidelines Form 8-24 January 1, 2014

Bridge Deck Construction Pre-	Pour Checklist	
County: Si Federal Proj. No.: State Proj. No.: Lan	Contract: tructure: Station: ie/Span: ntractor:	
Check forms		
Clean, free of major defects Mortar tight Line and grade Structurally adequate to insure minimum settlemer	int in deck or overhang	
Check rebar	_	
Clean Dimensionally correct Supported per specs and Standard Drawing STD-s require different supports) Document rebar quantities in field book	9-1 (Note: Overhang may	
Check screed rails and headers for line and grade		
Check screed for camber, insure is correct for template		
Make dry run with screed, check for correct slab thicknes Document thickness and clearances in field book. (Note: condition of screed)		
Check access to site for concrete trucks, have equipmen grading, etc., if required Check concrete plant	nt on hand for towing,	
Up-to-date scales check Check concrete trucks to be sure on approved list, water gauges working, and load does not exceed r Insure enough approved trucks available to mainta Insure adequate supply of aggregates, cement, an deck pour	mixing capacity in required pouring rate	
Check to be sure Contractor has scheduled enough persincluding equipment mechanics	sonnel to handle pour,	
Have Contractor verify the availability and operability of a including finishing machines, continuous water source or distribution equipment, two work bridges, vibrators, spray appropriate backup items.	portable tanks, water	



Local Government Guidelines Form 8-24 January 1, 2014

	January I	, 2014
Where placement by pumping requires more than one setup, obtain proposed from the Contractor showing the locations of the pumping equipment, the local of the leading edge of the concrete pour while repositioning the pumping equipment and a realistic time for each work delay anticipated while repositioning pumpin equipment.	tion(s) oment	
Require the Contractor to designate which of the pumping configurations listed Subsection 604.17(a) will be used at the end of the discharge line. No exception are to be made, other than alternative equipment proposed under Subsection 105.17 and approved in writing by the Division of Structures under the condition that Subsection	ons	
Have the Contractor designate his/her authorized representative who will be present and have the authority to represent the Contractor during the bridge d pour	eck	
Hold Pre-Pour Conference to coordinate and confirm above items (Note: Place copy of Pre-pour conference minutes in project files)	е	
Inspector:		
Title:		

Obtain material certifications for the curing compound and burlap, and for the

curing materials is available

polyethylene where applicable. Check to be sure an adequate supply of these

Bridge Deck During Pour and Post-Pour Checklist



Comments:

Local Government Guidelines Form 8-25 January 1, 2014

Bridge Deck Construction Checklist During Pour

PIN: County: Federal Project No.: State Project No.: er "Yes" or "No" except a

	State Project No.:		
Answe	er "Yes" or "No" except as noted and elaborate on "No" answers.	YES	NO
1.	Are all concrete trucks on the approved list?		
2.	Is plastic concrete checked several times behind screed for slab depth and rebar cover and documented?		
3.	Do pour, finishing operations and deck finish comply with specifications?		
4.	Do checks of the pour rate indicate it is satisfactory? (at least 20'/hr. alor roadway)	ig	
5.	Has the deck been straightedged and any deficiencies corrected?		
6.	Are required tests on concrete made and the data recorded in book and on tickets?		
7.	Is the amount of curing compound checked both before use and after deck pour to determine quantity used? Compute rate and show here in ft.*/gal.		
8.	Is the curing compound applied as soon as the water sheen disappears from the surface of the concrete?		
9.	From a work bridge, is damp burlap placed as soon as surface will support the burlap without undue marring of the concrete?		
10.	After placement, is the buriap immediately wet with a misty spray and kept wet thereafter with a continuously fed soaker hose?		
11.	Is the burlap properly anchored to provide full protection to the concrete?		
	Inspector:		
	Title:		
	Date:		

Page 1 of 1



Local Government Guidelines Form 8-26 January 1, 2014

Bridge Deck Construction Post Pour Checklist

PIN: County:

Federal Project No.:

- State Project No.:

 Check curing process every day to be sure deck is kept wet.
- Note: Suggest checking early A.M., midday, and late P.M., at a minimum.

 Check bridge deck for deficiencies using 12' straightedge and/or profilograph as
- required by specifications and have contractor make necessary corrections.

 3. Review "Pre-Pour" and "During Pour" checklists and observations; give written
- instructions to Contractor concerning any unsatisfactory conditions of deficiencies to insure these are not repeated on next pour.
- Place copy of all checklists, Pre-Pour Conference minutes, and instructions to Contractor in project file.

pector:	
Title:	

Page 1 of 1

CONSTRUCTION INSPECTION OF STRUCTURES (CONT'D)

- Bridge Foundation Information
 - The following information must be documented. This information shall include the following for abutments, piers, etc.
 - FOOTING ELEVATIONS
 - PILE CUT-OFF ELEVATION
 - PILE TIP ELEVATION
 - IN PLACE PILE LENGTH
 - This information shall be documented on the Field Book- Footing Table and the Field Book- Pile Data Table in the Field Book Sheets.
 - After the bridge is completed to the satisfaction of the Local Government's inspector, the Local Agency must contact the TDOT Regional Bridge Engineer to arrange an inspection prior to the contractor de-mobilizing. A minimum four week notice should be provided for the TDOT Regional Bridge Engineer.

CONSTRUCTION INSPECTION OF STRUCTURES (CONT'D)

- On new bridge construction as well as bridge repair projects, the Local Government Project Supervisor shall contact the TDOT Regional Bridge Engineer to request an initial acceptance inspection for the bridge construction. The whole project does not have to be complete. Even if the approach work is not already in place, the bridge inspectors can do their initial inspection of the structure and document any deficiencies they discover. Their inspection report, listing those deficiencies, can be copied to the Project Supervisor for the contractor to address before leaving the project.
- The final closeout of contracts between the Local Government and TDOT cannot occur without a copy of the TDOT Bridge Inspector's findings and resolution of any listed defects.
- A compact disc (CD) containing as-built drawings and final foundation type, including
 footing elevations and lengths of individual piles, along with all approved shop
 drawings, shall be furnished to the Division of Structures prior to final payment of
 funds to the Local Government. A copy of the letter transmitting this CD shall be sent
 to the Local Program Development Office at Local.Programs@tn.gov.

PLANS AND WORKING DRAWINGS (SHOP DRAWINGS)

The construction plans, generally, will show sufficient details and dimensions to define the work. When additional details and dimensions are needed, the contractor shall prepare working drawings and submit them to the Engineer of Record for approval. In any case, the fabricator shall be construed to be an agent of the contractor and any changes from the construction plans submitted by the fabricator shall be considered as made by the contractor. All costs for changes will be at the expense of the contractor. Shop drawings for all types of structures shall be submitted by, or on behalf of the contractor, directly to the Engineer of Record unless noted otherwise in plans or specifications, for handling with the checking agency and for distribution. Proof of appropriate fabricator certification (as required by these specifications) for type of structure to be fabricated shall be submitted along with the shop drawings.

PLANS AND WORKING DRAWINGS (SHOP DRAWINGS) (CONT'D)

- The following items require submittal of shop drawings by the contractor:
- Structural Steel, Metal Bridge Rails, Bearing Devices (shop drawings not required for plain elastomeric bearing pads), Bridge Deck Drains (shop drawings not required if fabricated according to applicable Standard Drawing), Navigation Lighting Support Brackets, Precast Prestressed Concrete Beams, Precast Prestressed Concrete Deck Panels, Precast Reinforced Concrete Beams, Precast Reinforced Concrete Box Culverts, Post-tensioned Concrete, Roadway Expansion Devices, Steel Stay-In-Place forms, Energy Attenuation Devices, Overhead and Cantilever Sign Structures, Strain Poles, Street Lighting Poles, High Mast Poles with Accompanying Lowering Devices, Photometrics, Cofferdams and any other items when indicated on plans. Also required are erection drawings for steel structures, drawings of falsework, bracing, cofferdams, sheeting, bending of reinforcing steel and other supplementary plans called for by the Engineer of Record.

PLANS AND WORKING DRAWINGS (SHOP DRAWINGS) (CONT'D)

- Each shop drawing sheet shall contain in the title block the following:
 - Project number
 - County
 - Bridge name
 - Bridge number (or structure type and number)
 - Station
 - Contract number
 - The words "Locally Managed Project"
- Shop drawings shall be submitted in sets with the drawing numbers running consecutively in each set, and if more than 5 sheets in a set, shall be appropriately bound. Shop drawings marked "APPROVED" or "APPROVED AS NOTED" need not be resubmitted unless specifically instructed.

PLANS AND WORKING DRAWINGS (SHOP DRAWINGS) (CONT'D)

- Shop drawings shall be a minimum of 8-1/2 x 11 inches in size. Legible half-size copies (11 x 17 inches) of full size drawings are acceptable for submittal. The minimum number of sets of shop drawings shown below shall be submitted for approval. Only one (1) set will be returned to the fabricator unless specifically requested. For consultant designs, an additional set is required. For railroad structures, three (3) additional sets are required. A letter (without drawings) transmitting these submissions should be sent to the Manager of the Local Program Development Office.
 - Two Sets: Structural Steel (Half-size sets shall be submitted for approval. Four (4) additional sets, two (2) full-size and two (2) half-size, will be required after final approval.)
 - Four Sets: Energy Attenuation Devices, Overhead and Cantilever Sign Structures, Strain Poles, Street Lighting Poles, High Mast Poles with Accompanying Lowering Devices, Photometrics (Submit directly to Special Design Office, Structures Division), Cofferdams
 - Six Sets: Metal Bridge Rails, Bearing Devices (shop drawings not required for plain elastomeric bearing pads), Bridge Deck Drains (shop drawings not required if fabricated according to applicable Standard Drawing), Navigation Lighting Support Brackets, Precast Prestressed Concrete Beams, Precast Prestressed Concrete Deck Panels, Precast Reinforced Concrete Beams, Precast Reinforced Concrete Box Culverts, Post-tensioned Concrete, Roadway Expansion Devices, Steel Stay-In- Place forms, and any other type of structural shop drawing not specifically listed.

PLANS AND WORKING DRAWINGS (SHOP DRAWINGS) (CONT'D)

All working drawings shall be approved by the Engineer of Record; such approval shall be general in nature and shall not operate to relieve the contractor of any of his responsibility under the contract for the successful completion of the work. In addition to such approval, working drawings involved in construction over or under railroad tracks will require approval of the railroad company before approval is granted by the Engineer of Record. The contractor shall submit four sets of plans for any cofferdams, sheeting and bracing details for bents or piers adjacent to a track, and falsework for erecting the spans over tracks, and the method of installation for the protection of the tracks, to the Engineer of Record. No work shall be started until these plans are approved by the Local Government and the Chief Engineer of the railroad. Approval of these plans will not relieve the contractor from liability. The above also applies in connection with the installation of pipes, culverts, etc. adjacent to or under railroad tracks. The cost of preparation of working drawings will not be paid for separately but shall be included in the prices of the respective contract items involved.

EROSION PREVENTION / SEDIMENT CONTROL (EPSC) INSPECTION

- It is essential that the SWPPP, SWMPP, and erosion control plans be followed and revised as needed to fully comply with the environmental permits on each project. The Local Government and the CEI shall conduct routine project inspections and document the findings to assure that the SWPPP and SSWMP is being followed and that non-compliance is unlikely. Note: As stated earlier in this manual, the SSWMP only applies to projects inside state highway right-of-way.
- The Local Government is encouraged to acquire the services of an independent, certified professional in Erosion and Sediment Control (CPESC) certified erosion control consultant on projects with an NPDES or ARAP permit to conduct project inspections. The purpose of the inspections is to provide a "third party" independent review to assure that the EPSC devices are installed and maintained as required, assure the requirements of the permits are being documented and followed, and, if asked, provide recommendations. The inspections should be conducted monthly, or more frequent if violations or repeat non-conformances occur.

EROSION PREVENTION / SEDIMENT CONTROL (EPSC) INSPECTION (CONT'D)

 Erosion and Sediment Control Construction Inspection Report - This report shall be completed for the evaluation of erosion and sediment control measures on all projects that are subject to the requirements of the NPDES General Permit for Storm Water Discharges from Construction Activities. This report shall also be used to document Contractor compliance with erosion and sediment control requirements in conformance with ARAP, Corps of Engineers, and/or TVA permits. An Inspection Report template and sample, along with instructions, are noted in Circular Letter 209.01-02. The fillable version of the report is available as Form 8-27 on the Local Programs website.

EROSION PREVENTION / SEDIMENT CONTROL (EPSC) INSPECTION (CONT'D)

- Class V Underground Injection Control (UIC) Permit Circular Letter 209.01-01
 establishes the procedures for applying for a UIC Permit on an active
 construction project in the event that depressions (sinkholes with open throats)
 are encountered on or bordering the project site during construction activities.
- Construction Related Sediment Removal Circular Letter 209.01-03 establishes
 the procedures for removal and/or stabilization of sediment discharges caused
 by active construction projects to non-jurisdictional areas, as well as
 jurisdictional areas, within or beyond the project's construction limits.
- Waste/Borrow Site Weekly EPSC Inspection Review Report This report shall be completed for the evaluation of approved project exclusive waste/borrow sites. The contractor is responsible for performing twice weekly EPSC inspections of the site and must have a certified EPSC inspector as required by the TDEC Construction General Permit. Instructions for completing this report are noted in Circular Letter 209.01-04.

EROSION PREVENTION / SEDIMENT CONTROL (EPSC) INSPECTION (CONT'D)

- Notice of Termination (NOT) (TDEC CN-1175) Storm Water Discharges Construction Activity (CL 107.08-01) (Form 8-28) - This form notifies the Tennessee Department of Environment and Conservation of the request to termination of coverage from the General NPDES Permit for Discharges of Storm Water Associated with Construction Activities. Instructions for completing the NOT form are noted in Circular Letter 107.08-01.
- Upon concurrence of final stabilization by all involved parties, the NOT form shall be completed by the Local Government Project Supervisor and submitted to the local WPC Environmental Field Office address indicated on the form.

Erosion and Sediment Control Construction Inspection Report

A STATE OF THE STA		TENNESSEE DEPARTMEN REVENTION & SEDIMENT CO edule (circle one): 1 st Weekly	ONTROL (EPS	C) INSPE			ate of Inspection:_		
Site or Project Name (State Rout	e (SR) / US Route or Road Name	and Description):	Are corrective (Yes /No):	e actions i	equired by the	nis inspecti	on report	Current approximat disturbed acreage:	
County(ies):		NPDES Tracking Number: FNR	Recurring	Number of New Sediment Releases:	Number of Un-Corrected Sedir Releases:	ment			
TDOT Project No.:	TDOT Contract No.:	Contractor:							
Please check the box if the foll	owing items are on-site:		1	1				1	
☐ Notice of Coverage (NOC)	Stormwater Pollution Pre	evention Plan (SWPPP)	Twice Weekly I	nspection	Documentat	ion	Site Contact Inform	nation Rain Gau	ıge(s)
☐ Off-site Reference Rain Gaug	e Location:		Has daily ra	nfall been	checked/do	cumented o	on the TDOT Monthl	y Rainfall Log? □Yes	□No
Best Management Practices (B	•							h EPSC Inspection R	Report:
Are the Erosion Prevention and			e attached page			NO or YE	S. If No, Explain and	I initial comment:	
	stalled and maintained per the SWPP			□Yes	□No				
	ctly at all disturbed areas/material sto			□Yes	□No				
 receiving stream, and no other 	ctly at outfall/discharge points such the rwater quality impacts per section 5. ctly at ingress/egress points such that	3.2 of the CGP?	trast in the	□Yes	□No				
	,		al catheirs d d	□Yes	□No				
days per section 3.5.3.2 of the stabilize the area(s).	ocation on-site has temporarily/perma e CGP? If, "No," refer to the attached	nently ceased, was the area stabilize page(s) for each location and measu	res taken to	□Yes	□No				
pollutants from equipment and CGP? If "No," refer to the atta	asures been installed, implemented, of vehicle washing, wheel and wash wached page(s) for measures to be imp	ater and other wash waters per section elemented to address deficiencies.	arge of on 4.1.5 of the	□Yes	□No				
Section 4.1.4 of the CGP? If address deficiencies.	from dewatering activities been man "No," refer to the attached page(s) for	aged by appropriate controls per measures to be implemented to	□N/A	□Yes	□No				
	s located on site, is it clearly identified ge(s) for measures to be implemented		□N/A	□Yes	□No	(Ad	ditional pages may l	oe attached, if needed	,
Certification and Signature (mu	ist be signed by the certified insp	ector and the permittees per Sect	tions 3.5.8.2 (g)	and 7.7.2	of the CGP)	(*	annonan pagaa may		
This document was prepared in acc assure that qualified personnel proj information presented. Based on m manage the system, or those perso the information, I certify that inspec	perly gathered and evaluated by inquiry of the person(s) who ons directly responsible for gatherin tions of storm water discharge poin		e and Company	(print or t	ype):	Signature		Date	X
(outfalls) and of erosion and sedime and recorded. I certify that erosion drainage area of the identified outfa designed in working order as record I certify, under penalty of law that t	and sediment controls in the ill were installed as planned and ded in the table above.	Contractor (Secondary Perm type):	nittee) Name an	d Title (pr	int or	Signature	:	Date	e:
were prepared by me, or under my submitted information is to the best accurate, and complete. I am awar submitting false information, includi imprisonment. As specified in Ten 16-702(a) (4), this declaration is ma	direction or supervision. The of my knowledge and belief, true, e there are significant penalties for ng the possibility of fine and nessee Code annotated section 39- ide under penalty of perjury.	TDOT Project Supervisor or Name and Title (print or type		nary Perm	ittee)	Signature		Date	
TDOT EPSC Inspection Form (Rev	. 08-13)	•						Page 1	of

Erosion and Sediment Control Construction Inspection Report

		State/US Ro	oute or Road Name:		т	OOT Project No	:	TDOT Cont	ract No.:	Date of Inspection:
	Outfall Name or Station No.	Rain Gauge No.	Approx. Station No. From/To	LT, RT, or CL	Date Last Disturbed	Date of Stabilization and Code T=Temporary P=Permanent	Existing EPSC Control Measures Codes *	Current Condition Codes *	Objectionable Color Contrast Discharge to Receiving Stream or Other Water Quality Impacts? Y, N, N/A	Corrective Action(s) or Comment(s)
l	EROSION PREVENTION AND SEDIMENT CONTROL MEASURE CODES 1. Temporary Silt Fence 1. Temporary Silt Fence 1. Temporary Seeding with Mulch 29. Excess Dirt Removed from Rdwy. Daily A Active (Under Construction)									
	Temporary Diversion Berm or Ditch Temporary Slope Drain Rock Check Dams Brush Barrier Sediment Removal Rock Eitter Rima / Rock Rina			17. Ero 18. Fle: 19. Cat 20. Rip 21. Rip	17. Erosion Control Blanket 3' 18. Flexible Channel Liner 3' 19. Catch Basin / Storm Inlet Protection 3' 20. Riprap Outlet Structure 3-			30. Haul Roads Dampened for Dust Control 31. Ditch Line 32. Rock Silt Screen 33. Temporary Silt Fence with Backing 34. Enhanced Silt Fence 55. Sediment Tube		C Cleaning Needed-Maintenance FM Future Maintenance FS Final Stabilized I Increase Measures R Repair and/or Replace-Maintenance RO Repeat Occurrence
	Rock Filter Ring / Rock Ring Sand Bags Sediment Trap / Basin Temporary Sediment Filter Bag / Dewatering			23. Ter		m Sewer Protection tion Exit / Entrand Prossing	on 36. Sediment te 37. Concrete 38. Bern (soi	t Dam Washout, other pollution issues		SR Sediment Release S Stable (No Action Needed) U Upgrade Needed (Failure Noted)

39. Gabion

40. Sheet Piling

W Too Wet to Work Conditions

Page __ of ___

Other (#2):

Other (#3):

25. Turbidity Barrier / Silt Boom

26. Temporary Stream Diversion

27. Preserve Natural Resource / Buffer Zone

28. Mineral Aggregate Base on Subgrade

11. Polyethylene Sheeting

14. Permanent Seeding with Mulch or Sod

TDOT EPSC Inspection Form (Rev. 08-13)

12. Machined Rip Rap

13. Geotextile

Construction Storm Water Inspection Certification

State/US Route or Road Name: ______
TDOT Construction No.: _____ TDOT Contract No.: _____

TDOT EPSC Inspection Monthly Rainfall Data Log - December 2011

Date	Day of Week ¹	Predicted Precipitation (%) ²	Rainfall Gauge 1 (in)	Rainfall Gauge 2 (in)	Rainfall Gauge 3 (in)	Rainfall Gauge 4 (in)	Rainfall Gauge 5 (in)	Rainfall Gauge 6 (in)	Duration (hr)
12/01/11	Th	0	0.00	0.00					
12/02/11	F	0	0.00	0.00					
12/03/11	Sa	0	0.00	0.00					
12/04/11	Su	50	1.20	1.15					6
12/05/11	M	20	0.00	0.00					
12/06/11	Tu	10							
12/07/11	W								
12/08/11	Th								
12/09/11	F								
12/10/11	Sa								
12/11/11	Su								
12/12/11	M								
12/13/11	Tu								
12/14/11	W								
12/15/11	Th								
12/16/11	F								
12/17/11	Sa								
12/18/11	Su								
12/19/11	M								
12/20/11	Tu								
12/21/11	W								
12/22/11	Th								
12/23/11	F								
12/24/11	Sa								
12/25/11	Su								
12/26/11	M								
12/27/11	Tu								
12/28/11	W								
12/29/11	Th								
12/30/11	F								
12/31/11	Sa								

Day of Week= Su,M,Tu,W,Th,F,Sa

² Predicted Precipitation Source: www.NOAA.com
Southern Regional Climate Center (SRCC); R = Gauge Removed





declaration is made under penalty of perjury.

Permittee name (print or type):

Street Address

1625 Hollywood Drive

711 R S Gass Boulevard

1421 Hampshire Pike

8383 Wolf Lake Drive, Bartlett, TN

EFO

Memphis

Jackson

Columbia

TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION (TDEC)

Division of Water Resources

William R. Snodgrass Tennessee Tower, 312 Rosa L. Parks Avenue, 11th Floor, Nashville, Tennessee 37243 1-888-891-TDEC (8332)

Notice of Termination (NOT) for General NPDES Permit for Stormwater Discharges from Construction Activities (CGP)

This form is required to be submitted when requesting termination of coverage from the CGP. The purpose of this form is to notify the TDEC that either all stormwater discharges associated with construction activity from the portion of the identified facility where you, as an operator, have ceased or have been eliminated; or you are no longer an operator at the construction site. Submission of this form shall in no way relieve the permittee of permit obligations required prior to submission of this form. Please submit this form to the local DWR terminated Field Office (EFO) address (see table below). For more information, contact your local EFO at the coll-free number 1-888-891-833 (DISC) and the coll-fr

Type or print clearly, using ink.

NPDES Treeling

Site or Project Name:		NPDES Tracking Number: TNR			
Street Address or Location:		County(ies):			
Name of Permittee Requesting Termination of Cover	age:				
Permittee Contact Name:	Title or Position:				
Mailing Address:	City:		State:	Zip:	
Phone:	E-mail:				
Check the reason(s) for termination of permit co	overage:				
Stormwater discharge associated with construction vegetative cover OR has equivalent measures such					
You are no longer the operator at the construction	site (i.e., termination of site-wide, pr	imary or secondary	permittee cove	rrage).	
Certification and Signature: (must be signed by J certify under penalty of law that either: (a) all storm facility where I was an operator have ceased or have be by submitting this notice of termination. I am no long operated permit, and that discharging pollutants in ston under the Clean Water Act where the discharge is not incremination does not release an operator from liability for	water discharges associated with coren eliminated or (b) I am no longer ager authorized to discharge stormwarmwater associated with construction t authorized by a NPDES permit. I	nstruction activity f an operator at the co ater associated with activity to waters also understand the	rom the portion onstruction site construction of the United	e. I understand that activity under this States is unlawful	
For the purposes of this certification, elimination of discharges associated with construction activities from from the portion of the construction site where the op- construction site where the operator had control have leading to removed, and/or subsequent operators have obtained per	the identified site that are authorize erator had control. Specifically, this been finally stabilized, the temporary	d by a NPDES gen means that all dis- y erosion and sedin	eral permit har turbed soils at nent control m	ve been eliminated the portion of the seasures have been	
I certify under penalty of law that this document and all information is to the best of my knowledge and belief, to	rue, accurate, and complete. I am aw	rare that there are si			

CN-1175 (Rev. 12-14) RDA 2366

38133

38305

37243

38401

false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Annotated Section 39-16-702(a)(4), this

EFO

Cookeville

Chattanooga

Street Address

1221 South Willow Ave.

3711 Middlebrook Pike

2305 Silverdale Road

1301 Riverfront Parkway, Ste. 206

Zip Code

37402

37921

37601

CERTIFIED PAYROLL AND LABOR COMPLIANCE INTERVIEWS

- As required in Special Provision 1273, Section V, (23 CFR 635.118) the contractor, and subcontractors, shall submit a weekly payroll of wages paid to each employee with a certification statement (refer to Sample Payroll). Circular Letter 1273-02 provides additional information.
- The CEI or Local Government shall conduct at least one (1) contractor employee interview monthly to verify that the payroll submitted is accurate and employees are being paid properly (hours and wages). Circular Letter 1273-03 provides additional guidance on the required employee interviews.

Payroll Example

U.S. Department of Labor

NAME OF CONTRACTOR

PAYROLL

U.S. Wage and Hour Division

Wage and Hour Division (For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless if displays a currently wald OMB control number.

Rev. Dec. 2008
OR SUBCONTRACTOR OMB No.: 1215-0149
Expires: 12/31/2011

White completion of from WH-3-OF in options, it is mend story for convent contractions and nations in doors performing work for inflaringly financed or assisted combination contracts to integrated in the contract of the co

Public Burden Statement

We estimate that is will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing debasources, gethering and maintaining the data needed, and completing and reviewing the collection from time. If you have any comments regarding these estimates or any other sepect of this collection, including suggestions for reducing this burden, send here to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 53602, 200 Constitution Average, N.W. Westerington, Col., 202 to

Payroll Page 2 Example

Date		(b) WHERE FRINGE BENEFITS ARE PAI	D IN CASH
I,(Name of Signatory Party) do hereby state:	(Title)	as indicated on the payro basic hourly wage rate p	c listed in the above referenced payroll has been paid, oil, an amount not less than the sum of the applicable lus the amount of the required fringe benefits as listed a noted in section 4(c) below.
(1) That I pay or supervise the payment of the persons emp	ployed by	(c) EXCEPTIONS	
(Contractor or Subcontractor)	on the	EXCEPTION (CRAFT)	EXPLANATION
; that d (Building or Work)	luring the payroll period commencing on the		
day of,, and ending the	day of,,		
all persons employed on said project have been paid the full w been or will be made either directly or indirectly to or on behalf o			
(Contractor or Subcontractor	from the full		
weekly wages earned by any person and that no deductions in from the full wages earned by any person, other than permissible 3 (29 C.F.R. Subtlite A), issued by the Georetary of Labor under 63 Start. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and	e deductions as defined in Regulations, Part the Copeland Act, as amended (48 Stat. 948,		
		REMARKS:	
(2) That any payrolls otherwise under this contract require correct and complete; that the wage rates for laborers or mecha- applicable wage rates contained in any wage determination classifications set forth therein for each laborer or mechanic con-	inics contained therein are not less than the incorporated into the contract; that the form with the work he performed.		
(3) That any apprentices employed in the above per apprenticeship program registered with a State apprentices Apprenticeship and Training, United States Department of Labor State, are registered with the Bureau of Apprenticeship and Train	hip agency recognized by the Bureau of r, or if no such recognized agency exists in a		
(4) That: (a) WHERE FRINGE BENEFITS ARE PAID TO APPR	OVED PLANS, FUNDS, OR PROGRAMS	NAME AND TITLE	SIGNATURE
	of fringe benefits as listed in the contract priate programs for the benefit of such		BOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR ON SEE SECTION 1001 OF TITLE 16 AND SECTION 291 OF TITLE



Employee Interview

			Page 2 of 2
СО	NTRACTOR'S EM	IPLOYEE INT m. C-27)	ERVIEWS
Contract Number	County		Contractor or Sub-Contractor
Employee Name	Payroll Classifica	ation	Hourly rate for classification
Type of work being performed	by applaces as abserved by	r interzioner	
Type of work being performed	by employee as observed by	y interviewer.	
Hourly Rate for work employe	a is performing:		
I affirm that the information shall time and overtime.	own above is correct and the	atlam / am not rece	iving the number of hours for normal
Complaints/comments/remarks	:		
•	-		
Contractor Employee's Signate	re	Interviewer's Signate	rre
	Date:		Date:
			ave been checked for the period covering
correct wage scale for the worl			ssified and is / is not receiving the ablished, for this project as specified in
the Contract Proposal.			
Comments/Remarks:			
Project Supervisor's/Represent	ative's Signature		
			Date:

UTILITY RELOCATION NOT INCLUDED IN THE CONTRACT (NON-REIMBURSABLE OR REIMBURSABLE)

- There are contracts in which the utility relocation work is not included in the Local Government contract as bid items. The relocation work is performed before the construction work begins. The appropriate utility shall be directed to notify the Local Government's Project Supervisor when a work began date is determined. The Local Government shall provide authorization for the utility to go to work. The Utility shall then submit billings to the Local Government. Local Government inspects and certifies that relocation work bill is done in accordance with the approved plans and estimates. Local Government makes payment of invoices for contracted utility relocation.
- The Project Utility Diary (DT-0667) (CL 105.07-04) (Form 8-13) is used to document the relocation work performed. The Project Utility Diary shall be used on all projects requiring utility relocations, to document the relocation work whether the work is reimbursable or not. The Project Utility Diary section "Description of Work Performed": will be the only documentation required. However the documentation shall note if the work is reimbursable or not. The work start date and work complete date shall be noted.

UTILITY RELOCATION INCLUDED IN THE CONTRACT

- Utility relocation work included in the contract requires documentation of utility item installed quantities. The quantities are paid on the progress estimate.
- The appropriate utility company shall provide an inspector to document and certify the items used in the utility relocation.
- The following documentation is required for utility relocation work included in the contract:
 - Project Utility Diary (DT-0667)(Form 8-13)
 - Utility Item Certification / Final Acceptance (DT-1716)(Form 8-14)
 - Summary of Installed Utility Items

RAILROADS

 For projects with railroad involvement, once construction is complete, the Local Government shall submit a Railroad Completion Notice (Form 8-15).

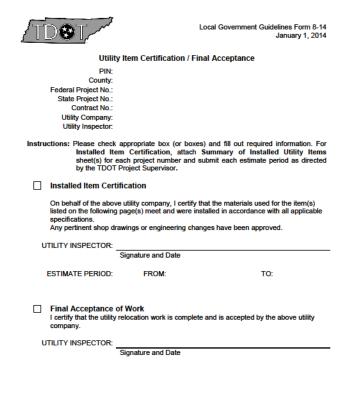
Project Utility Diary

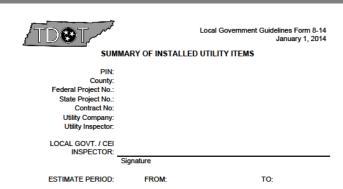
Local Government Guidelines Form 8-13 January 1, 2014 **Project Utility Diary** RECORDED BY: _____ UTILITY COMPANY: _____ CONTRACT NO: _____ PROJECT NO: _____ PROJECT ENGINEER: _____ UTIL. CONTRACT NO.: _____ REF. NO: _____ UTILITY REPRESENTATIVE _____ (For "Work Order" Reimbursable Projects) DATE: LABOR MATERIALS REMOVED DESCRIPTION OF WORK PERFORMED CLASSIFICATION HOURS QUANTITY IF BOTH PARTIES AGREE THAT MATERIAL IS LABOR USED TO RESTORE RECOVERED MATERIAL NOT SALVAGEABLE, A CHECK IS TO BE TO SUITABLE CONDITION FOR REUSE SHOULD BE ENTERED IN THE U.S. COLUMN INCLUDED ON THIS REPORT MATERIALS USED TRANSPORTATION AND EQUIPMENT Distribution of copies: CEI Manager or Local Government Utility Company Field

ITEM	QUANTITY
	·
	·

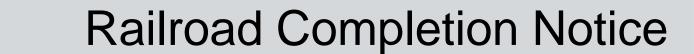
TYPE	HOURS	MILES

Utility Item Certification





Item Number	Description	Unit	Installed Quantity



Local Program Development Office Tennessee Department of Transportation Suite 600 James K. Polk Building Nashville, TN 37243

RE: Completion Notice of Work within the Limits of the Railroad

PIN: State Project No.:
County: Contract No.:

County: Contract No.:
Federal Project No.: Reference No.:
Description:

To Whom It May Concern:

This notice is to confirm the acceptance of all work within the limits of the Railroad in accordance with Subsection 105.13 of the Standard Specifications.

Date of Railroad Inspection:

Inspected by Railroad Representative:

Inspected by D.O.T. Representative:

Sincerely,

cc: Regional Construction Railroad Contractor

PROGRESS PAYMENTS

- The Local Government shall make monthly partial progress payments to the contractor in general accordance with Section 109.06 of the TDOT specifications, 23 CFR 635.122, and Circular Letter 109.02-02.
- Progress payment reimbursement requests submitted to TDOT shall contain all the necessary documentation and certifications as required in Chapter 9 of the Local Government Guidelines Manual.
- Monthly Engineer's Estimate Item quantities paid on engineer's estimates shall be supported by field documentation as directed in the Item Documentation instructions. Each item's current estimate quantity documented in the Field Book shall be referenced to the respective engineer's estimate number where payment was made. The reference shall be placed in the remarks field on the Field Book sheet.

PROGRESS PAYMENTS (CONT'D)

- Material Certifications covering each item's current estimate quantity shall be on file before payment may be processed. (Circular Letter 109-02.02)
- Additional information documented on the progress estimate:
 - Documented reason as to why Liquidated Damages are not being accessed on the current progress estimate when the contract days charged has overrun the original contract days allowed.
 - Local Government Project Supervisor's signature approving estimate payment also certifies that the required labor interview has been conducted.
 - Local Government Project Supervisor's signature certifies that the required material certifications are on file for each item's current estimate quantity.
- Monthly Construction Report At the end of each estimate period a Monthly Construction Report is sent to the Contractor and a copy is sent to the Contractor's Surety or bonding agency. The Monthly Construction Report documents the status of the project in regard to % of time used vs. % of contract amount paid. A 15% variance of time over amount shall be explained.

Progress Payment Example

					(NAME	OF LOCAL G	OVERNME	NT)	
трот	т						Local Go		lelines Form 9-8
TDU								,	January 1, 2014
STATE PROJECT #			ENGINE	ER'S ESTIMA	TE				
PROJECT DESC CONTRACT #					PIN #				
ORIGINAL AMOUNT EXECUTION DATE EFFECTIVE DATE					EVISED AMOUNT CONTRACT END INT WORK DAYS			=	
TIME COMPLETE					ORK COMPLETE			_	
ESTIMATE #				CORRESPOND	S TO CONSTRUCT	TION ENGINEE	RING BILLIN	NG#	
PARTIAL			FINAL	(Note: Final Ex	dmete Certification	must be signed	,		
BID ITEM NO.	NON PART PART	DESCRIPTION	UNIT		QUANTITIES	TOTAL	UNIT	CURRENT PARTICIPATING AMOUNT	TOTAL PARTICIPATING AMOUNT
NU.	PART PART	DESCRIPTION	MEA	CORRENT	PREVIOUS	IOIAL	PRICE	AMOUNT	AMOUNT
PERSONNEL PROPE PERSON OR PERSO THE INFORMATION, SIGNIFICANT PENAL IMPRESONMENT FOR DIRECTIVES, QUIDE I CERTIFY THAT DAVIS	PRLY GATHEI NS WHO MAI I HEREBY CE TIES FOR SU R KNOWING V LINES, AND F	RYSION IN ACCORDANCE I RED AND EVALUATED INFO LAGE THE SYSTEM, OR THE RITHY THAT THIS SUBMITT BMITTING FALSE INFORMA SOLATIONS. I FURTHER AC EQUILATIONS WILL RESUL (CONSULTANT CONSTRUCTION R INTERVIEWS HAVE BEEN PR	RMATION PRESENCE OF THE PROPERTY OF THE PROPER	ITED. BASED OF RECTLY RESPON AND CORRECT. THE POSSIBILITY THE POSSIBILITY THE POSSIBILITY FEDERAL FUND PERVISOR)	MY INQUIRY OF SIBLE FOR GATI I AM AWARE TH Y OF FINE AND OLLOW FEDERUING.	FTHE HERING ERE ARE	DW:		
EXCEPTION:									
		(CONSULTANT CONSTRUCTIO	IN ENGINEERING SI	IPERVISOR)	-				
I CERTIFY THAT DAVIS	BACON LABO	T) HAS SUFFICIENT TEST REP R INTERVIEWS HAVE BEEN PE EARNINGS FOR THIS CONTRAI	RFORMED DURING	THIS ESTIMATE PI		OWN ON THIS	ESTIMATE.		
APPROVED FOR PAYN	ENT:								
THE CONTRACTOR. F	THE LIQUIDA	(LOCAL) T) HAS REDUCED THE FINAL E TED DAMAGES OR DISNOENT MENT MUST BE SUBMITTED TO	VES EXCEED THE A	QUIDATED DAMAG	ES OR DISINCENT				
		(LO	CAL GOVERNMENT	PROJECT SUPERV	nsor)		-		

Progress Payment Example

ARRA - South Russell St. Resurfacing - Main St. to Lynnwood Dr. (ARRA Number: 83LPLMF363369359) Summer County, Portland, TN Payment Summary No. 1, Pay Period Ending 7/31/10, State Project No. 83LPLM-F3-533, Pin #113054, Federal Project No. ARRA-STP-M-9316(1)

SSR Project numbers: 096A2610, Contractor: LoJac Enterprises, Inc.

Bem No.	Description	Unit	Est. Quan.	Unit Price	Current Quantity Used	Previous Quantity Used	Total Quantity Used	Current Cost	Previous Cost	Cost to Date	Total Estimated Contract Cost
		SY.		\$ 26.25		<u> </u>	259,26	5 6,605.50		S 6,005.50	\$ 3,150.0
02-03	REMOVAL OF RIGID PAVEMENT, SIDEWALK, ETC.		120		289.24		0.00	5 0,000.50	_	8 0,000.00	\$ 13,160.0
02-03-03	REMOVAL OF ASPHALT PAVEMENT	CY	329	\$ 40.00					5 1	1.0	
	REMOVAL OF CURB AND GUTTER	L/f	116	\$ 5.25	338		316.00	\$ 1,669.50	F -	\$ 1,669.50	\$ 609.0
03-01	MINERAL AGGREGATE, TYPE A BASE, GRADING D	TON	182	\$ 35.00			0.00	F .	2 4	/s	\$ 6,370.0
07-01.01	ASPHALT CONCRETE MX (PGS4-22) (EPMB-HM) GRADING A (ASPHALT CONCRETE MX (PGS4-22) (EPMB-HM) GRADING B		495	s 72.00			0.00	1 .	\$ "	\$ -	\$ 35,640.0
07-01.07	M	TON	1,485	\$ 69.50	ı	l	0.00	5	s -	s -	\$ 103,207.5
3-01	BITUMINOUS MATERIAL FOR TACK COAT (TC)	TON	3	\$ 535.00			0.00	B. 10	s -	s -	\$ 1,605.0
1-01.10	ACS MIX (PG84-22) GRADING D	TON	1.012	\$ 80.75			0.00	8 V	š -	\$ -	\$ 81,719.0
5-01.01	COLD PLANING BITUMINOUS PAVEMENT	TON	1,404	\$ 16.75		46	0.00		s .	\$ -	\$ 23,517.0
01-01.01	CONCRETE SIDEWALK (4")	SF.	1,061	\$ 4.45	1356,75	-	1358.75	5 6.046.44		\$ 6,045.44	
1-02.01	CONCRETE HANDICAP RAMP (RETROFIT)	OF.	600	\$ 15.25	200.75	-	740.75	\$ 11,296,44	8 -	\$ 11,296,44	\$ 9,150.0
1-02.02	CONCRETE DRIVEWAY (8")	GF.	140	\$ 0.40	40.6	-	. 443.50	\$ 3,725.40		\$ 3,725.40	\$ 1,176.0
2-03	CONCRETE COMBINED CURB AND GUTTER	CY	10	\$ 290.00	24		54.00	\$ 4,060,00		\$ 4,050,00	\$ 2,900.0
2-01	TRAFFIC CONTROL	1.6	4	\$ 2,750,00	42		0.20	\$ 450.00	8 -	\$ 450.00	\$ 2,250.0
	FLEXIBLE DRUMS (CHANNELIZING)	EACH	20	\$ 10.00	7.2		20.00	\$ 200.00		\$ 200.00	\$ 200.0
2-06	SIGNS (CONSTRUCTION)	GF.	281	\$ 10.75	364	-	262.58	2.821.88	8 -	\$ 2,821,88	\$ 3,020.7
12-06.03	ARROW BOARD (TYPE C)	EACH	2	\$ 400.00	A.2	-			š .	\$.	\$ 1,000.0
6-02.01	PLASTIC PAVEMENT MARKING (4" LINE)	LM	2.1	\$ 4,200,00			0.00	1	3 .	\$.	\$ 8,820.0
16-02.05	PLASTIC PAVEMENT MARKING (STOP LINE)	LF	36	\$ 21.00			0.00	5 .	š -	\$.	\$ 756.0
6-02.09	PLASTIC PAVEMENT MARKING (LONGITUDINAL CROSS- WALK)	LF	245	5 26.25			0.00	ş .	\$ -	s -	\$ 6,431.2
	PAINTED PAVEMENT MARKING (4° LINE)	LM	1.0	\$ 1,575,00	_		0.00	\$ -	\$ -	\$ -	\$ 1,575.0
17-01	MOBILIZATION	LS	_	\$ 7,000,00	6.09		0.15	\$ 1,050,00	s -	\$ 1,050,00	\$ 7,000.0
	ITEMS SUBTOTAL			1,000,000	127		3111	\$ 30,125,23	s -	\$ 38,125,23	\$ 310,066,0
		4				_		-			
	CHANGE ORDER ITEMS				į						
			4		¥			5 -		5 -	
	CHANGE ORDER ITEMS SUBTOTAL					-		5 .	5 -	5 -	
	CHANGE ORDER ITEMS SUBTOTAL	_		_	_	_			3 -	,	,
	STORED MATERIALS	_		-		_					
								s -	s -	s -	
			į					\$ -	\$ -	\$ -	
	STORED MATERIALS SUBTOTAL							\$ -	\$ -	\$ -	
	Total Completed & Stored		_					\$ 38,125,23		\$ 38,125.23	\$ 316,006
	Total Completed & Stored Retainage Less 6% Current Cost / Less 6% Previous Cost / Le	ON C	and the Posts					5 30,125.23		\$ 38,125.23	a 316,006.
	Total of Previous Payments / Cost to Date Minus Retainage	and the last	Marine Clark						1 :	\$ 38,125,23	
	Current Payment Due		_							\$ 38,125,23	

Monthly Construction Report

CITY OF GALLATIN

123 West Main Street Gallatin TN 37066

MONTHLY CONSTRUCTION REPORT

December 13, 2012

Charles Deweese Construction Co. 765 Industrial By Pass North Franklin, KY 42135

Pin #: Projec Count 106988.00 83LPLM-F3-01

Dear Sir:

As of the pay period ending 11/30/2012, Estimate No. 004, the status of your contract is as follows

Total Days Charged to date: 107
Total Contract Paid: \$ 412,578.85
Total Earnings to Date: \$ 313,168.02
% Work Complete: 75.90
Original Completion Date: 12/15/2013

Total Days Allowed in Original Contract Amor Current Contract Amor % Time Complete: Adjusted Completion D. 123 \$ 412,578.85 \$ 412,578.85 87.00 12/15/2012 12/15/2012

% Difference in time consumed and project completed

11.10

Time consumed is more than 15% of the project completed: No Please advise this office in writing as to how your company plans to correct this delay if the time consumed is greater than 15%.

Supervisor Remarks

The above information is reflected in the contract records. Should your records in any way differ from the above information, please advise this office within 5 days from this date.

incerel

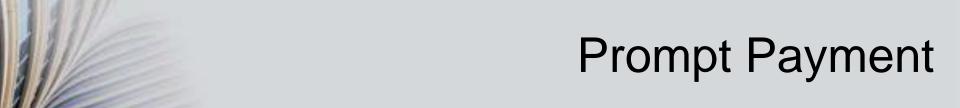
Gordon L. Hunter, SSR, Inc. 1 The City of Gallatin

cc: City of Gallatin

American Safety Casualty Co.

PROMPT PAYMENT AND RETAINAGE

- The prime contractor shall pay each subcontractor no later than thirty (30) days after payment is received from the Local Government (T.C.A. 12-4-707). The Certification Regarding Prompt Payment to Subcontractors and Material Suppliers and DBE/SBE Payment Summary Form (Form 8-29) must be completed by the Prime Contractor to certify each month that payment has been made to the appropriate subcontractors. The prompt payment form will run two months in arrears (example: to pay the progress payment for March 2011 the prompt payment form for January 2011 must be on file). More information on certification of prompt payment can be found in TDOT Circular Letter 109.02-05.
- In addition, the Local Government may not withhold retainage on progress payments from the prime contractor and the prime contractor may not withhold retainage from their subcontractors.



TDOT	ERTIFICATIO	Local		elines Form 8-29 January 1, 2014
PROMPT PAYMENT TO SU	BCONTRAC		MATERIAL SUP	PLIERS AND
Project Title:				
Contractor:			PIN:	
State Project No.:			Contract No.:	
Federal Project No.:			County:	
Report Period:			DBE Goal:	
I certify that to the best of my kno subcontractors and material supp accordance with the tables below Subcontractors and where joint of Section 109.02) (1) Exceptions:	liers have bee	en paid to date exceptions an	by the Local Gove d reasons for non-	ernment in payment to
Subcontractor or Material				
Supplier Name	DBE/SBE ⁽²⁾	F	Reason For Nonpay	ment
	+			
	+			
Only complete the following if join	t chacks were	utilized ⁽³⁾ .		
Subcontractor or		Payment		Payment
Material Supplier	DBE/SBE ⁽²⁾	Amount	Date	To Date
			+	
			1	
Also, I certify that the following DI period:	BE/SBE ⁽²⁾ were	paid the amou	unts listed during th	is estimate
DBE/SBE ⁽²⁾ Subcontractor or	(2)	Payment		Payment
Material Supplier	DBE/SBE ⁽²⁾	Amount	Payment Date	To Date
			<u> </u>	
Electronic submission of this form	certifies the i	information co	ntained within. Cer	tified by:
Signature		Titl		Date
		****	-	-



Local Government Guidelines Form 8-29 January 1, 2014

- This certification is for the Local Government's information only and does not place any obligation on the Into definication is for the Local Covernment in information driving and use into place any bougastor on the part of the Local Covernment with regard to any party including but not limited to any subcontractor and Contractor's surely. This certification will be required before processing a monthly progress payment to the Contractor. The certification will run two months in arreats (i.e. progress payment for March 2013 would require certification for January 2013). This certification shall be sent to the project supervisor. When exceptions or joint check subcontractors are listed, the project supervisor shall send copies to the TDOT Local Program Development Office. If an exception or joint check includes a DBE subcontractor then an
- additional copy shall be sent to the TDOT Civil Rights Office.

 2. SBE status should be used only if the firm is certified as a Small Business with the TN Go-DBE.
- www.tennessee.gove/diversity
 3. Copies of joint checks are to be attached to this report.

ALTERATIONS AND EXTRA WORK (CHANGE ORDERS OR PLAN REVISIONS)

- The construction industry recognizes that it is unrealistic to expect that a construction project could be built without deviating from the project plans. Although project designers should be diligent and exercise due care in developing the plans, they are not omniscient. There are many peculiarities (e.g., unforeseen site conditions, utility conflicts, changes in the geology, etc.) that can arise during construction and virtually every project should expect changes. Only the construction engineer is in a position to judge the adequacy of project designs and respond to needed changes. The Local Government may initiate a Plans Revision.
- Extra work shall be completed in accordance with subsections 104.02 and 104.03 of the TDOT Standard Specifications as outlined in 23 CFR 635.120. Any changes to the original contract proposal or plans must be documented by a Change Order (Form 8-30) according to TDOT Circular Letter 104.03-02 and approved by the contractor, his surety, the CEI, and Local Government Project Supervisor.

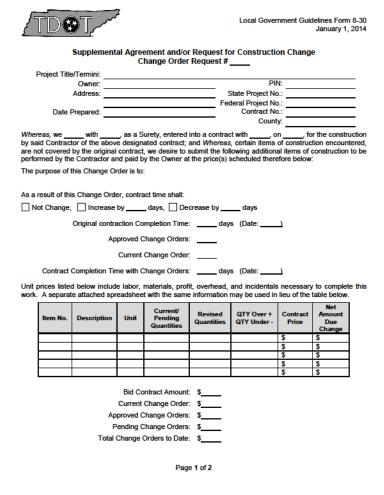
ALTERATIONS AND EXTRA WORK (CHANGE ORDERS OR PLAN REVISIONS) (CONT'D)

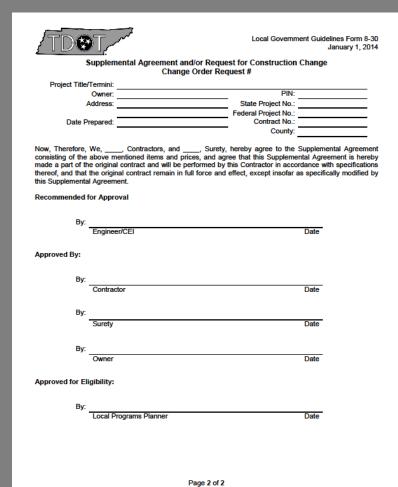
Change Orders shall be submitted to the TDOT Local Programs
 Development Office for concurrence prior to execution if the changes result
 in an increase of original contract proposal or plans by \$100,000 or greater
 or over 10% of the original contract amount. An executed copy shall also be
 submitted to the TDOT Local Programs Development Office. The approved
 change order becomes part of the contract. In addition, a Summary Change
 Order shall be prepared and submitted to TDOT as outlined in Section
 8.4.3.

ALTERATIONS AND EXTRA WORK (CHANGE ORDERS OR PLAN REVISIONS) (CONT'D)

- Upon receipt of a Plans Revision Request, a plans revision shall be made by the "Engineer of Record" to the plans when an error, omission, correction, or additional detail is needed. Per TDOT Circular Letter 104.02-01, plans revisions shall be documented by the following information:
 - 1. Revision Number Revisions shall be numbered consecutively throughout the life of the project.
 - 2. Revision Date The effective date of the revision.
 - 3. Brief Description A brief description as to the basis of the revision.

Change Order





MATERIALS AND TESTS

- The quality of materials on the project and tests performed must conform to all applicable ASTM and AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing, most current edition.
- The Local Government or CEI shall provide the TDOT Regional Materials Supervisor a set of plans and a copy of the bid book for each project prior to the Pre-Construction Conference as outlined in Section 8.2.5.
- Asphalt and concrete mix designs shall meet TDOT specifications.
 Asphalt and concrete mix designs shall be approved by Headquarters Materials and Tests as outlined in the TDOT Standard Specifications 501 Portland Cement Concrete Pavement and SOP 3-4 (Asphalt). The contractor shall be advised to submit his asphalt and concrete mix designs as early as possible so as to not delay the project (14 calendar days prior to placement).

Concrete Mix Design

				DEPARTMENT OF DIVISION OF MAT FIELD OP 6601 CENTE NASHVILLE, TENN	ERIALS AND TESTS ERATIONS NNIAL BLVD. IESSEE 37243-0360	ON			Amerijan Pili
				PROJECT IN	FORMATION				
CONTRACT NO. PROJECT NO.	LOCAL PROGRAM	PIN: 112765.00	CONTRACTOR			ROY T. GOODWII		LETTING DATE	
COUNTY			PROJECT REFE REGION	RENCE NO.		ARRA-STP-M-9301(23)	DATE ISSUED	7-Sep-10
Alcohological			REGION			3		DATE UPDATED	
				MATERIALS AN	D PRODUCERS				
	CONCRETE PRODUCE		-	IRVING MAT	ERIALS, INC.			CLARKSVILLE, TN (#886)	v
	CEMENTITIOUS MATERIAL	S CEMENT	TYPE I		G = 3.15	LAFARGE		IGRAND CHAIN, II.	,
		SUPPLEMENTARY CM SUPPLEMENTARY CM	FLYASH CLAS		G = 2.70	MINERAL RESOUR	CES TECHNOLOGIES	FESTUS, MO	
	AGGREGATE	COARSE AGGREGATE	#57 LIMESTON	EXXX	G = 2.69	VULCAN MATERIA	LC COMPANY	0. 18/61/01/07	
					G = 2.05	VOLCAN MATERIA	LS COMPANY	CLARKSVILLE, TN	
		FINE 4000000	Lacon many and a second		G =				
		FINE AGGREGATE		ED SAND (FM=X,XX)	G =				
		. [NATURAL SAN	D (FM=2.82)	G = 2.61	WINN MATERIALS		CLARKSVILLE, TN	1
	CHEMICAL 1	AIR ENTRAINER	MICRO AIR		G =				
	ADMIXTURES 2		GLENIUM 7500						1
	BASF ADMIXTURES 3	REDUCER/RETARDER ACCELERATOR			Retarde	r to be used when tem	perature is 85 degrees	s F or higher.	1
	5				Admixtu	re dosage shall be in	accordance with man	ufacturer's recommendation	s
	6								
				MIX DESI	GN DATA				
		CLASS OF CON	CRETE	CLASS A	5300 (SEL) (SEC.				
		OLAGO OF COM	ICKETE S	CLASS A					
	Canada			lb/yd ³	lb/yd3	11. 1			
							lb/vd ³	lb/vd ³	
	CEMENT			423	шуч	lb/yd ³	lb/yd ³	lb/yd ³	
	FLY ASH			141	Ibryu	lb/yd	lb/yd ³	lb/yd³	
	FLY ASH GGBFS			141 0	Issyu	Ibryd	lb/yd³	lb/yd³	
	FLY ASH GGBFS #57 LIMESTONE			141 0 1854	io y u	IDIYa	lb/yd³	lb/yd³	
	FLY ASH GGBFS #57 LIMESTONE NATURAL SAND)		141 0 1854 1199	isyu	юуа	lb/yd³	lb/yd ³	
	FLY ASH GGBFS #57 LIMESTONE NATURAL SAND MANUFACTURE)		141 0 1854 1199 0	nayu	ibiya	lb/yd³	lb/yd³	
	FLY ASH GGBFS #57 LIMESTONE NATURAL SANE MANUFACTURE WATER	D SAND		141 0 1854 1199 0 250	ioyu	ibiyd	lb/yd ³	lb/yd³	
	FLY ASH GGBFS #57 LIMESTONE NATURAL SAND MANUFACTURE	D SAND		141 0 1854 1199 0	inyu	ibiyd	lb/yd³	lb/yd ³	
	FLY ASH GGBFS #57 LIMESTONE NATURAL SANI MANUFACTURE WATER CHEMICAL ADM	D SAND		141 0 1854 1199 0 250 1,2	yu	ioya	lb/yd²	lb/yd ³	
	FLY ASH GGBFS #57 LIMESTONE NATURAL SANI MANUFACTURE WATER CHEMICAL ADN THEORETICAL V	D SAND IIXTURES WEIGHT, PCF		141 0 1854 1199 0 250 1,2		ioya	lb/yd²	lb/yd ³	
	FLY ASH GGBFS #57 LIMESTONE NATURAL SANI MANUFACTURE WATER CHEMICAL ADN THEORETICAL V	DE SAND IIXTURES WEIGHT, PCF OF TOTAL AGGREGATE		141 0 1854 1199 0 250 1,2	yu	юуа	lb/yd²	lb/yd ³	
	FLY ASH GGBFS #57 LIMESTONE NATURAL SANI MANUFACTURE WATER CHEMICAL ADN THEORETICAL! % FA VOLUME O	DE SAND IIXTURES MEIGHT, PCF DF TOTAL AGGREGATE AATIO		141 0 1854 1199 0 250 1,2 143.1 40.1 0.44	io y	ioya	lb/yd²	lb/yd ³	
	FLY ASH GGBFS BFS LIMESTONE NATURAL SANE MANUFACTURE WATER CHEMICAL ADM THEORETICAL 1 % FA VOLUME (DESIGN WICM F DESIGN AIR CO	DID SAND IIXTURES MEIGHT, PCF DF TOTAL AGGREGATE IATIO NITENT	8 DAYS. PCF	141 0 1854 1199 0 250 1,2 143.1 40.1 0.44 6%	io y	юуа	lb/yd²	lb/yd ³	
	FLY ASH GGBFS #57 LIMESTONE NATURAL SANE MANUFACTURE WATER CHEMICAL ADN THEORETICAL % FA VOLUME (DESIGN WICH F DESIGN AIR CO REQUIRED COM	DID SAND IIXTURES WEIGHT, PCF OF TOTAL AGGREGATE IATIO NITENT IPRESSIVE STRENGTH @ 2		141 0 1854 1199 0 250 1,2 143.1 40.1 0.44 6% 3000	<i>10.</i> 70	ioiya	lb/yd²	lb/yd ³	
	FLY ASH GGBPS BS7 LIMESTONE NATURAL SANE MANUFACTURE WATER CHEMICAL ADM THEORETICAL 1% FA VOLUME (DESIGN WICH F DESIGN AIR CO REQUIRED COM REQUIRED COM DESIGN NUMBE	DID SAND IXTURES WEIGHT, PCF DE TOTAL AGGREGATE NATIO WITENT IPRESSIVE STRENGTH @ 1 PRESSIVE STRENGTH @ 1 PRESSIVE STRENGTH @ 1		141 0 1854 1199 0 250 1,2 143.1 40.1 0.44 6%	io y	ioya	lb/yd²	lb/yd ³	
	FLY ASH GGBFS #57 LIMESTONE NATURAL SANE MANUFACTURE WATER CHEMICAL ADM THEORETICAL % FA VOLUME (DESIGN WICH F DESIGN AIR CO REQUIRED COM REQUIRED COM DESIGN NUMBE PREVIOUSLY IS	DID SAND IIXTURES NEIGHT, PCF JF TOTAL AGGREGATE ATIO NTENT IPRESSIVE STRENGTH @ 2 IPRESSIVE STRENGTH @ 1		141 0 1854 1199 0 250 1,2 143.1 40.1 0.44 6% 3000 NA	yu	юуа	lb/yd²	lb/yd ³	
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he initial shipment famufactured sand	FLY ASH GGBFS #57 LIMESTONE NATURAL SANE MANUFACTURE WATER CHEMICAL ADM THEORETICAL % FA VOLUME (DESIGN WICH F DESIGN AIR CO REQUIRED COM REQUIRED COM DESIGN NUMBE PREVIOUSLY IS	DID SAND ID	8 HOURS, PCF	141 0 1854 1199 0 250 1,2 143.1 40.1 0.44 6% 3000 NA 10 036 CNH 155					
he initial shipment lanufactured sand	FLY ASH GGBFS BS7 LIMESTONE NATURAL SANE MANUFACTURE WATER CHEMICAL ADM THEORETICAL 1% FA VOLUME (DESIGN WICM F DESIGN AIR CO REQUIRED COM REQUIRED COM REQUIRED COM DESIGN NUMBE PREVIOUSLY IS CHARGE	DID SAND ID	8 HOURS, PCF	141 0 1854 1199 0 250 1,2 143.1 40.1 0.44 6% 3000 NA 10 036 CNH 155					

Asphalt Job Mix Design

Project Ref. I Project No. Contract No. Contractor State Route Hot-mix Prod Type Serial Mater #5	No. Jucer		CNJ043	0-3234-04	Date Region			3/2010 3	
Contract No. Contractor State Route Hot-mix Proc Type Serial Mater #5	No. Jucer		CNJ043	0-3234-04					augeth wa
Contractor State Route Hot-mix Proc Type Serial Mater #5	No. Jucer	E							1975 - 1997
State Route Hot-mix Prod Type Serial Mater #5	ducer				County			imson	1
Hot-mix Prod Type Serial Mater #5	ducer		ubank Pavir 840	ng	Date of Le Roadway		No UZ/U	05/10	
Type_ Serial Mater #5		EUBANK AS		CKCON DI V		ьипасе	NO		. 7
Serial Mater #5									
Mater #5 #57		IB-HM	. Mix		07-A PG 64-		_ Item	307-01.01	
#5 #57	No.:				Desig	jn No.:		311147	
#57	ial		Grade			ind Location	n		nt Used
		Coarse A		RGI Hickma					.068
		Coarse A		RGI Hickma					.950
#10 (H	ard)	Scree	nings	RGI Hickma	n Co.			27	.782
Asphalt C	oment	PG 6	14-22	EDGON ADDIV	N.T.O.O. NAME	/ILLE TERMINAL		4	200
Percent AC i		100		AC Content		4.2	Total		0.000
Percent AC i			- puntulli i	oomen				100	
Anti-Strip Ad			F	Pave Bond L	te	Dos	sage:	0.	3%
AC Contribu		Virgin AC		RAP AC		Percent Vi			
Asphalt Sp.			1.032		Dust to As	phalt Ratio		1	VA.
% Fracture F		A:		I/A		Particles on	CA:		₩A
Gravity of R/	AP Agg:		2.4	405	Eff. Gravit	y of Agg:		2.	602
							Lbs/Ft ³ :		
Theo. Gravit	у:	2.445 N/A		T.S.R.:	N/A				52.6 VA
L.O.I.:	0.170				Ignition O	ven Corr. Fa		ı	₩A
ADT	8170	Log	Miles	Beginning:			Ending:		
Mixing Temp	Range(¶):	295	-335	Compaction	n Temp Ra	nge(F):	280	0-320
Mixing Temp			3	15		n Tempera		5	100
	`						_ ` '		
-			P	ercents Use	d				
Sieve	#6	#67	\$10 (Hard)					% Req.	Design
Size	46.0	25.0	29.0					100	Range
2"	100	100	100					100	100
1.5"	100	100	100					100	81-100
1.25"									
1"									
3/4"	40	94	100					71	50-71
5/8"									
1/2"									
3/8"	7	25	100					38	35-50
No.4	2	4	93					29	24-36
No.8	2	2	63		<u> </u>		!	19	13-27
No.16					ļ	-	_		7.5
No.30	1	2	28	-	.	-	-	9	7-17
No.50	0.5	0.5	45.0		.		I	4.7	0.00
No.100	0.5	0.5	15.0	-		-	-	4.7	0-10
No.200	0.5	0.5	13.0				<u> </u>	4.1	0-4.5
Reques	ted:	Grum, E	ubank Paving	LT-264 and Lab Tech Cert No.	Арр	roved:		Resistant M	a and Tests Supe
		,	Articlator Personnel	and Lab Tech Celt No.				regional material	e e-d rees Supe
,									

MATERIALS AND TESTS (CONT'D)

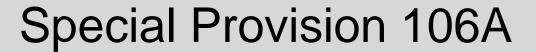
- Construction Inspection and Approval must conform to Federal Aid Policy Guide 23 CFR 637 subpart B – Quality Assurance Procedures for Construction.
- The Quality Assurance Procedures for Construction as set forth in the federal policy generally consists of the following points:
 - All materials used on the project must have test reports, material certifications and / or field testing by certified personnel to document that the material meets appropriate specifications.
 - Testing shall be in accordance with a FHWA approved testing program which includes procedures for the sampling, testing and acceptance of materials and products. The source for each type of material must be on TDOT's Qualified Product List or Producer Supply List.

ACCEPTANCE TESTS

- Local Governments/CEI shall conduct Acceptance Sampling and Testing in accordance with TDOT SOP 1-1.
- Acceptance samples and tests are the samples and tests used for determining the quality and acceptability of the material and workmanship which have been or are being incorporated in the project. The results of these tests are to be used by the Local Government to determine conformance to contract documents.
- The Local Government/CEI shall conduct all acceptance testing. A representative from TDOT Regional Materials & Tests shall conduct all verification and independent assurance testing for the local project in accordance with TDOT Standard Operating Procedure.
- All materials incorporated in the construction of the project shall be approved regarding material requirements. Materials used on the project must have test reports, material certifications, and / or field testing by certified personnel to document that the materials meet appropriate specifications.

ACCEPTANCE TESTS (CONT'D)

- Estimated item quantities shall not be paid without the proper material certification on file in the appropriate project file. Item payment shall be withheld until the proper approved material certification is in hand.
- Materials delivered to the project site used in work shall be in compliance with TDOT Specifications, Qualified Products List or other contract documents when TDOT specifications are utilized.
- Materials accepted by certification require a T-2 form attached to the certification. The T-2 (DT-0044) form (Form 8-31) is the Contractor Material Certification and/or Sampling & Testing Record. Material Certifications shall be date appropriate according to the date the material was used.
- The Buy America requirements in Special Provision 106A regarding iron and steel products are applicable.



SP106A SP106A

Sheet 1 of 1

STATE OF TENNESSEE

(Rev. 6-19-95) March 1, 2006 (Rev. 6-1-04) (Rev. 06-20-2011)

SPECIAL PROVISION

REGARDING

BUY AMERICA REQUIREMENTS

All manufacturing processes for iron and steel products, and coatings applied thereon, used in this project shall occur in the United States except that if the proposal has bid items for furnishing domestic and foreign iron and steel, the bidder will have the option of (1) submitting a bid for furnishing domestic iron and steel, or (2) submitting a bid for furnishing domestic iron and steel and a bid for furnishing foreign iron and steel. If option (2) is chosen the bid will be tabulated on the basis of (a) the total bid price using the bid price for furnishing domestic iron and steel and, (b) the total bid price using the bid price for furnishing foreign iron and steel.

For the total bid based on furnishing foreign iron and steel to be considered for award, the lowest total bid based on furnishing domestic iron and steel must exceed the lowest total bid based on furnishing foreign iron and steel by more than 25 percent. The 25 percent differential applies to the total bid for the entire project, not just the bid prices for the steel or iron products.

Iron and steel products are defined as products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed from iron and steel made in the United States. Iron products are included, however, pig iron and processed, pelletized, and reduced iron ore may be purchased outside the United States.

Manufacturing begins with initial melting and continues through the coating stage. Any process which modifies chemical content, physical size or shape, or the final finish is considered a manufacturing process. Coatings include epoxy, galvanizing, painting or any other surface protection that enhances the value and/or durability of a material.

The contractor shall provide a certification to the Engineer with each shipment of iron and steel products to the project site that the manufacturing processes for the iron and steel products occurred in the United States. No steel shall be placed until the contractor ensures the requirements of this Special Provision are met.

The above requirements do not prevent a minimal use of foreign materials, if the cost of such materials used does not exceed 0.1 percent of the total contract cost or \$2,500.00, whichever is greater. If steel not meeting the requirements of this Special Provision is used, the contractor

ACCEPTANCE TESTS (CONT'D)

- Materials not accepted on certification shall have daily reports documenting the actual test results.
- The required forms for material certifications / test reports are located at http://www.tdot.state.tn.us/materials/fieldops/forms/default.htm. Each form has attached an example completed form.
- All Material Certifications / Test Reports shall be recorded on the Test Report Totals form. There shall be a Test Report Totals form per item that requires certification/test reports for materials used.

Materials Certification Form (T-2)

√ 2/€		IATERIAL CERTIFICATION AND/OR	
		ND TESTING RECORD	
Original Sam Project Reference		County MONTGOMERY	Region 3
Project No.	12345-0789-10	Contract No. 1234	
Contractor Date Sampled	Bob Jones 12-Jan-03	Heat No. Si Date Received at Lab 13-J	ze an-03
Identification	see below	Date Reported 14-Jan	
Submitted by	John Smith	Sampled by BIII Smith	
Sampled from Producer	Certifications Kern Brothers	Amount Represented See Location Clarksville	below
Manufacturer	see below	Location Atlanta, GA	
Lab Serial No.	A123	Report No. 34-234	
ITEM NUMBER		ELD USE AND/OR LAB USE	QUANTITY
716.05.20	PAVEMENT MARKING SHEETS SHERWIN WILLIAMS - WHITE PAINT - BATCH I	10.	
716.05.20	M2501		500 GAL
716.05.20 716.05.20	M3171		23 GAL 5 GAL
/10.05.20	M2681 TOTAL		5 GAL 588 GAL
716.05.20	SHERWIN WILLIAMS - WHITE PAINT - BATCH I M2001	Ю.	200 GAL
716.05.20	M1701		78 GAL
716.05.20	M2971		40 GAL
	TOTAL		414 GAL
	INCIDENTAL ITEMS:		
			-
		But a	Mada
			rsonnel Signature
THE CONTRAC	TOR MUST FILL OUT THIS PORTION PROVIDED NOTARIZED SIGNATURE IS REQUIRED.	THE ANY CONTINUE BUT IS	NOT PROJECT
I hereby certify th	at the above referenced material to be incorporated into thi	s proje 🚅 🔭 . 🖟 school manufacturer's cortific	
Contractor/Empl		B.B. Cons	truction Co.
SWOM to and SU WITNESSED B	bscribed before me this 20th V day of	My commission expires on 23-Dec	:-05
	Notary Public		
T.D.O.T. Use Or		_	
	ccepted by certification and visual Inspection.	as The Ant	Ł
Accepted By:	Broject Inspector	Project Supervisor	
	(Water to ten!	Regional Materials and Tests	
Reviewed By:	T meets the resistance of the cos		
	does not meet the requirements of the spe	dification for see Item numbers a	above
This material	_	Approved	
This material			
This material	arn.	Engr. Of Materials a	and Tests

PROJECT MATERIALS ACCEPTANCE

- Products delivered to the project site for use in the work shall be in compliance with TDOT Specifications, Qualified Products List, or other contract documents when TDOT specifications are utilized. Products accepted by certification shall have a materials certification attached to a completed TDOT Form DT-0044 (Form 8-31), or similar, stating the TDOT test requirements and certified test results. Other products shall have daily reports showing actual test results. Progress payments should not be made on an item if there are insufficient certifications or test data for that item (Circular Letter 109.02-02). The Buy America requirements in Special Provision 106A regarding iron and steel products are applicable.
- All materials shall be accepted in accordance with this manual and TDOT Standard Operating Procedures (SOP).

VERIFICATION TESTS

- TDOT shall conduct Verification Sampling and Testing in accordance with TDOT SOP 1-1. Verification samples and tests are those used for validating the quality of a product which is being incorporated into the project.
- The CEI or the Local Government shall notify the TDOT Regional Materials Supervisor at least 72 hours prior to the start of work requiring verification.

INDEPENDENT ASSURANCE TESTS

- TDOT shall conduct Independent Assurance Sampling and Testing in accordance with TDOT SOP 1-2.
- The CEI or the Local Government shall notify the TDOT Regional Materials Supervisor at least 72 hours prior to the start of work requiring Independent Assurance testing.
- Independent assurance samples and tests are used for the purpose of making checks on the reliability of the results obtained in acceptance sampling and testing. An independent assurance technician will be responsible for observing the acceptance technician conduct the tests to assure that the proper techniques and procedures are followed.
- Independent assurance sampling shall be conducted at the minimum frequency established in TDOT SOP 1-2. A prompt comparison of acceptance test results with independent assurance test results will be made by the TDOT representative. This comparison must be documented in the project records. If the comparison indicates a problem either with the materials or with the testing methods, action must be taken immediately to resolve the problem.

PROJECT MATERIAL CERTIFICATION

- A materials certification shall be issued by the Local Government or their CEI Representative to the Local Program Development Office at the completion of the project in accordance with 23 CFR 637.207.
- The intent of the material certification is to assure that the quality of all materials incorporated into the project is in conformance with the plans and specifications.
- The certification from the Local Government or their CEI Representative must be based on an audit of the project records according to a certification check list stating that:
 - "The results of the test on acceptance samples indicate that the materials incorporated in the construction work, and the construction operations controlled by sampling and testing, were in conformity with the plans and specifications; and such results compare favorably with the results of the independent assurance sampling and testing. Exceptions to the plans and specifications are explained in the attachment."

PROJECT MATERIAL CERTIFICATION (CONT'D)

 At the completion of the project, all failing material test and the corrective action taken shall be documented on the Material and Tests Certification (DT-1696) with supplement form. The Local Government or their CEI Representative shall complete and submit this form to the Local Program Development Office. This document shall be placed in the End of Job file.



Materials and Tests Certification Form

Local Programs Materials & Tests Certification Date: ____ Project Reference No.: Local Programs Development Office Suite 600 James K. Polk Bldg. Nashville, TN 37243 Local.Programs@tn.gov The results of the test(s) on acceptance samples indicate that the materials incorporated into the construction work and the construction operations controlled by sampling and testing, conform in substance with the approved plans and Furthermore, all mix designs, verifications and assurance samples have been approved and conducted according to TDOT Standard Operating Procedures (SOPs). Any exceptions to the plans, specifications or SOPs including any failing results are explained in the attachment. All Tests meet specifications and were conducted according to TDOT SOPs. See attached supplement to this certification for items below standard specifications. Were Independent Assurance Samples required on this project? Remarks: CEI Inspector/Records Clerk Date CEI Director/Engineer/Manager Regional Materials & Tests Maintaining Agency Representative/Title Form DT-1696(LP)

	Items Below	Standard Specification(s)	
Date:	_		
Project Reference No.	.:		
Project No.:			
PIN:			
County:			
Region:	_		
		that are below TDOT Standard Specification g Procedures and any failing test results.	s. This includes
		Signature/Title	Date
		Signature/Title	Date

FINAL INSPECTION / ACCEPTANCE

- When all work is complete, the Local Government's Project Supervisor and the Official responsible for the administration of the project shall conduct a final inspection of the project along with the Local Government CEI and with TDOT's participation, to determine the quality, completeness, and acceptability of the work and to assure that the authorized project was constructed in reasonable conformance with the contract requirements. Refer to Circular Letter C.L. 105.11-01 for additional information on resolving issues found during the inspection (Punch List items). Form 8-32 may be used as a template to document punch list items.
- All local projects with bridges greater than or equal to 20 feet long shall receive an initial inspection by TDOT bridge inspectors to develop a punch list prior to acceptance. TDOT Standard Specifications 105.15 and 108.06 provide the general guidance to determine the acceptance date of the project. Final as-built information for structures shall be submitted as outlined in Section 8.2.17.

Final Inspection/Acceptance

FINAL INSPECTION / ACCEPTANCE (CONT'D)

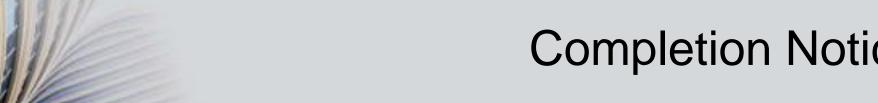
- Any work that has not been completed in accordance with the contract after the established contract completion date (or working days) shall be assessed liquidated damages (23 CFR 635.127).
- Documents relating to the Final Inspection shall be included in the End of Job folder. The Final Inspection Date shall be documented in the project diary. Also, the attendees at the inspection shall be listed and if applicable, the work that must be performed to complete the project (Punch List).



		Local Government Guidelines Fo January	
		PUNCH LIST	
	PIN:	Date of Inspection:	
	County:		
	Federal Project No.:		
	State Project No.:		
	Contractor: Contract:	Project Name / Description:	
	Contract:		
ho following in	a list of itams to be complete	ed or corrected by the contractor before . The failure to include	new ite
		ed or corrected by the contractor before . The failure to include his responsibility to complete all work in accordance with the contract	
Item No.:	Location	Item Name/Description of Completion or Con	ection
Contractor		Local Government Project Supervisor	
Construction I	Engineering Inspector	Local Government Official	
Consudedon			
CONSTRUCTION			
Consucción		Page 1 of 1	

COMPLETION NOTICE

• The Local Government Project Supervisor shall send to the Local Programs Development Office, TDOT Construction Representative, and the TDOT Regional Materials and Tests Supervisor a Completion Notice (Form 8-33) indicating that all items of work have been inspected and are complete. The notice shall be sent as soon as possible after all items are accepted as complete. The completion date is the date time charges are stopped. This notice shall be sent by email to Local.Programs@tn.gov.

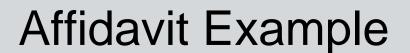


Comp	letion	Notice

JKP 505 (ager, TDOT Local Programs Office Building, Suite 600 Deaderick Street Iville, TN 37243-0341	
RE:	COMPLETION NOTICE PIN: County: Federal Project No.: Description:	State Project No.: Contract No.: Reference No.:
To W	/hom it May Concern:	
	above project was inspected and a artment of Transportation.	ccepted as complete on by representing the Tennesse
THE	HISTORY OF THE PROJECT IS AS	FOLLOWS:
Notic	e to Proceed Date:	
Work	Begin Date:	
Subs	stantial Work Complete Date:	
Origi	nal Completion Date: ON/BEFORE	
Adju	sted Completion Date: ON/BEFORE	
Actu	al Number of days used:	
Cont	ractor:	
S.P.	108B:	No Yes
	contract have a Notice Of Coverage TDEC?	No Yes (If yes, a copy of the Notice Of Termination submitted to TDEC must be sent to Local Programs <u>before</u> sending a Completion Notice
If any	y exceptions, date completed:	
Since	erely,	
cc:	Contract file Regional Construction Engineer Regional Materials & Tests Engineer Regional Environmental Coordinator Director, Material & Tests Division Director, Small Business Development C	ffice

FULL SETTLEMENT / CLAIMS

- Full settlement shall be made in accordance with T.C.A. 54-5-122. The
 Local Government shall be required to provide the necessary notice in a
 newspaper of general circulation as stated in T.C.A. 54-5-122. The
 contractor shall also provide an affidavit (Form 8-34) as evidence that
 materials, labor, and payment comply with this statute.
- Any claims against the Local Government should be made in accordance with Sections 105.16 and 107.19 of TDOT Standard Specifications and 23 CFR 635.124.
- The Local Government will issue a Completion Notice to advertise the construction contract for claims. The LG shall have a request for the filing of claims published in an area press service (with the greatest coverage) for two consecutive weeks (one advertisement per week). The notices shall include a due date for claims that meets current T.C.A. guidance, currently at least 30 days from the last published date. The LG will mail copies of the request to the Prime Contractor, Surety Agent, and the Local Programs Development Office.





Local Government Guidelines Form 8-34 January 1, 2014

My Commission Expires

Contractor's Affidavit Pertaining to Labor and Materials

The undersigned contractor on Contract No. Project No. Reference No. , County , hereby certifies that all laborers, mechanics, apprentices, trainees, watchmen, and guards employed by him or by any subcontractor performing the work under the contract on the project have been paid wages at rates not less than those required by the contract provisions, and that the work performed by each such laborer, mechanic, apprentice, or trainee conformed to the classifications set forth in the contract or training program provisions applicable to the wage rate paid.

The undersigned contractor further certifies that all sums of money which have been due for labor and material used in the construction of this project, that all damages suffered on account of such construction, and that all claims for which we are held liable under the laws of Tennessee, with the exception of the outstanding claims now on file with the Tennessee Department of Transportation, the provisions of our contract and the terms of our bond, have been paid. In the event that any just claim is presented of which we do not now have knowledge, we agree to protect the State of Tennessee Department of Transportation by making at once the proper settlement of such claims.

Full Settlement/Claims Example



2995 Sidco Drive Nashville, TN (615) 383-1113 (615) 386-8469 FAX www.ssr-inc.com

February 24, 2011

FO: Rebecca Winn The Leaf Chronicle 200 Commerce St. Clarksville, TN 37040-0018

Dear Rebecca:

I am transmitting to you herewith a Notice which we wish to have published in the newspaper (s) for the indicated county (s) for two (2) consecutive weeks. This in accordance with the requirements of Tennessee Code Annotated Section 54-5-122.

NOTICE TO FURNISHERS OF LABOR AND MATERIALS TO: McIntosh Construction Company, LLC

 STATE PROJECT NO:
 63LPLM-F3-021, 63LPLM-F3-034 and 63LPLM-F3-035

 CONTRACT NO:
 Pin # 112765.00
 COUNTY:
 Montgomery

The City of Clarksville is about to make final settlement with the contractor for construction of the above number projected. All persons wishing to file claims pursuant to Section 54-5-122, T.C.A. must file same with J

NOTE TO PUBLISHER: The above Notice is to be published on: 3/4/2011 & 3/11/2011.

Immediately after the second date of insertion of this Notice send one (1) copy of your newspaper bill and one (1) Affidavit of Publication, which includes a clipping of the advertisement, to me at the address above.

David Donoho Director of Transportation

cc: Clarksville Street Department Bonding Agent TDOT Local Programs

Contractor
TDOT Region 3 Construction Supervisor
Commissioner of Labor

FINAL ESTIMATE AND SUMMARY CHANGE ORDER (CONT'D)

- Contract Finalization Upon completion of the project, the quantities paid to date shall be compared to the documented final quantities. All differences shall be corrected on the Final Estimate (the presumed last progress estimate). A Summary Change Order must be prepared to adjust the contract amount to an amount that coincides with the final quantities. Provide a copy of this change order to the Local Programs Development Office along with the End of Job Certificate.
- Explanations of Overruns/Underruns All overruns/underruns shall be explained in accordance with Circular Letter 109-03.01. Explanations shall be attached to the Final Estimate and filed in the End of Job file.
- Determination of Time based on Quantity Increase Circular Letter 108.06.02 provides additional detail on the applicability and process for increasing contract working time based on the increase in quantities of the project.

FINAL ESTIMATE AND SUMMARY CHANGE ORDER (CONT'D)

- After the records have been checked by the Local Government, a document should be sent to the contractor displaying a comparison of the Original Quantities to the Final Quantities. Now is the appropriate time to attach a request to the Contractor for CC3s (if applicable) and any deficient material certifications required to pay the Final Estimate.
- Certification Regarding Money Paid to DBEs (CC-3) As soon as possible
 after the project is completed; the contractor shall submit a CC-3 form
 (Form 8-35) for each DBE on the project to the Local Government. The CC3 form certifies the amount of monies paid the DBE for this project. The
 Final Estimate shall not be processed until all the CC-3s have been
 received and are on file in the project records. Each original CC-3 shall be
 filed in the End of Job file. Once the contractor submits the CC-3's, send a
 copy to the TDOT Civil Rights Office with a copy provided to the TDOT
 Local Programs Development Office.

Summary Change Order Example

Project: ARRA. Multimodal Intersection Improvements To the best of my knowledge and belief, I certify that all thems. unlist quantities, materials supplied in full accordance with the terms and conditions of the corror Nashville, as Owner, Dealed March 18, 2010, and all authorized changes them by this estimate and that no part of the "Total Amount Due" as been received by this estimate and that no part of the "Total Amount Due" as been received.	19-J-LM-F3-051090209 ARRA-STP-M-9312(93) 112917 . 90209	tan Department of Public Works of the City of
Original Confract Amount \$649,055.00 Plus/Minus Approved Change Orders No. 1 Delted : \$30,672.00 No. Dated :	(a) Amount Earned To Date Stornd Materials Total Amount Earned (b) Retainage Total Retainage (o) Tetal Due Less Retainage (d) Less Total Proviously Approved (e) Liquidand Drimages (f) Brows for early Completion (h) Total Amount Due This Estimate	\$698,373.66 \$0.00 \$698,373.66 \$0.00 \$0.00 \$0.00 \$696,373.66 \$10,635.87 \$0.00 \$0.00 \$5,7,737.79
CONTRACTOR: S & W Contracting Company, Inc. BY: certify that I have verified this Periodical Estimate and fact to the best of my know death and Contractor's certified statement of his account and the angular due thin is accreat and just a erms and conditions of the corresponding construction contract documents and authorized.	cor of labor , materials, and expendate, equipment employed in the performance of said contract up ARTIVE thrutting and internity fillon ARTIVE thrutting and internity fillon Formation Date: ENGINEER'S CERTIFICATE FOR PAYMENT d belief it is true and correct statement of work performed and materials supplied under the Contract and that all work and materials included in this periodical estimate have been performed in full accord changes thereto.	_G/29//
Owner: Metropolitan Department of Public Works Name: South By	SSR, Inc., Date: 6/28	<u> </u>
Approved and Payment Recommended Owner: Metropolitan Department of Public Works By:		alo :

Summary Change Order Example

ARRA - Multimodal Traffic Signal Enhancement (ITB 62528/CY - Project Number 2009-T-02) Davidson County, Nashville, TN Payment Summary No. 7, Pay Period Ending 650H1, State Project No. 19LPLM-F3-051090200, Pin # 112917

SSR Project numbers: 106A0250, Contractor: S&W

GON Property	numbers: 106A0250, Contractor: S&W					Previous	Total				
ı			ı		Current	Quantity	Quantity	Current	Previous Cost	Cost	Total Extimated
Item No.	Description	Unit	Est. Quan.	Unit Price	Quantity Used	Used	Used	Cost		to Date	Contract Cost
108-07	LIQUIDATED DAMAGES	DAY	0	\$ 750.00	-3.0	0.00	-600	\$ (2.250.00)	5	\$ (2,250.00)	\$ -
202-03	REMOVAL OF RIGID PAVEMENT, SIDEWALK, ETC.	SY	60.5	\$ 42.00	27.00	217.25	245.05	\$ 1,167.60	\$ 9,124.50	\$ 10,292.10	\$ 2,541.00
701-01.01	CONCRETE SIDEWALK (4")	SF	665	\$ 5.26	31.90	645.30	684 20	\$ 205.39	\$ 3,407.18	\$ 3,012.58	\$ 3,511.20
701-02-01	CONCRETE HANDICAP RAMP (RETROPIT)	SF	75	\$ 23.59	300.70	0.00	308.70	\$ 7,282.23	3 4	\$ 7,282.23	\$ 1,769.25
701-02-03	CONCRETE HANDICAP RAMP	SF	810	\$ 18.97	89.20	1308.90	1396.10	\$ 1,692.12	\$ 24,829,83	\$ 25,521.96	\$ 15,365.70
702-01.02	CONCRETE CURB	LF	135	\$ 29.97	18.50	0.00	18.50	\$ 554.45	\$.	\$ 554.45	\$ 4,045.95
717.01	MOBILIZATION	EACH	6	\$ 3,000.00		6.00	6.00	5 -	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
712-01	TRAFFIC CONTROL	LS	6	\$ 4,000.00		6.00	6.00	E -	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
713-11.01	"U" SECTION STEEL POSTS	LB	40	\$ 231		40.00	40.00	5 -	\$ 92.40	\$ 92.40	\$ 92.40
713-16.20	SIGNS (STREET NAME SIGNS - INSTALL ONLY)	EACH	27	\$ 50.00		27 00	27.00	3 -7	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00
713-16.21	SIGNS (RS-2L)	EACH	1	\$ 250.00	2.00	0.00	2.00	\$ 500.00	\$ -	\$ 500.00	\$ 250.00
713-16.22	SIGNS (R6-2R)	EACH	1	\$ 250.00	1.00	0.00	1.00	\$ 250.00	\$ -	\$ 250.00	\$ 250.00
713-16.23	SIGNS (R3-1)	EACH	1	\$ 250.00		1.00	1.00	5 -	\$ 250.00	\$ 250.00	\$ 250.00
713-16.24	SIGNS (R3-2)	EACH	3	\$ 250.00		3.00	3.00	5 -	\$ 750.00	\$ 750.00	\$ 750.00
713-16.25	SIGNS (R10-10)	EACH	2	\$ 250.00		2.00	2.00	5 .	\$ 500.00	\$ 500.00	\$ 500.00
713-16.29	SIGNS (810-12)	EACH	1	\$ 250.00		5.00		s .	\$ 250.00		\$ 250.00
716-02-01	PLASTIC PAVEMENT MARKING (4° LINE)	LM	0.07	\$ 22,000.00		0.103	0.103	B	\$ 2,286.00		\$ 1,540.00
716-02-05	PLASTIC PAVEMENT MARKING (STOP LINE)	LF	695	\$ /27.50		720.00	720.00	5 .	\$ 19,800.00	\$ 19,800.00	\$ 19,112.50
716-02-06	PLASTIC PAVEMENT MARKING (TURN LANE ARROW)	EACH	2	\$ 330.00		2.00	2.00	3 -	\$ 680.00		
10-02-00	PLASTIC PAVEMENT MARKING (LONGITUDINAL CROSS-	EPTOPT	-				2.00				
716-02:09	WALK)	LF	1,250 4	\$ 49.50		1326.00	1326.00	\$ -	\$ 65,637.00	\$ 65,637.00	\$ 61,875.00
716-08.01	REMOVAL OF PAVEMENT MARKING (LINE)	LF	615	\$ 2.75		257.00	257.00	\$ -	\$ 706.75	\$ 705.75	\$ 1,691.25
716-08.03	REMOVAL OF PAVEMENT MARKING (CROSS-WALK)	LF	275	\$ 49.50		228.00	226.00	\$ -	\$ 11,187.00	\$ 11,187.00	\$ 13,612.50
716-08.05	REMOVAL OF PAVEMENT MARKING (STOP LINE)	LF	467_	\$ 27.50		398.00	398.00	\$ -	\$ 10,945.00	\$ 10,945.00	\$ 13,392.50
730-01.02	REMOVAL OF SIGNAL EQUIPMENT	EACH	6	\$ 600.00	5.0	1.00	6.00	\$ 3,000.00	\$ 600.00	\$ 3,600.00	\$ 3,600.00
730-02.07	SIGNAL HEAD ASSEMBLY (130)	EACH	47	\$. 695.00		47.00	47.00	\$ -	\$ 32,665.00	\$ 32,665.00	\$ 32,665.00
730-02.10	SIGNAL HEAD ASSEMBLY (130 A2)	EACH	2	\$ 598.00	1	2.00	2.00	5 -	\$ 1,196.00	\$ 1,195.00	\$ 1,196.00
730-02.16	SIGNAL HEAD ASSEMBLY (150 A2H)	EACH	2	\$ 1,077.00		7.00	7.00	\$ -	\$ 7,539.00	\$ 7,539.00	\$ 7,539.00
730-03.12	AERIAL SPLICE ENCLOSURE	EACH	/1/	\$ 650.00	3.0	0.00	3.00	\$ 1,950.00	\$ -	\$ 1,950.00	\$ 650.00
730-03.21	INSTALL PULL BOX (TYPE B)	BACH	65	\$ 300.00		38.00	38.00	\$ -	\$ 11,400.00	\$ 11,400.00	\$ 13,500.00
730-05.01	ELECTRICAL SERVICE CONNECTION	EACH	6	\$ 1,500.00	5.0	1.00	6.00	\$ 7,500.00	\$ 1,500.00	\$ 9,000.00	\$ 9,000.00
730-05.03	SERVICE CABLE (2 CONDUCTOR, #6 AWG)	LF	1,810	\$ 1.85	1030.0	0.00	1890.00	\$ 3,495.50	\$ -	\$ 3,496.50	\$ 3,348.50
730-08.03	SIGNAL CABLE - 7 CONDUCTOR	LF	7895	\$ 1.15		8400.00	8400.00	\$ -	\$ 9,680.00	\$ 9,660.00	\$ 9,079.25
730-08.05	SIGNAL CABLE - 12 CONDUCTOR	LF	4845	\$ 1.90		4100.00	4100.00	\$ -	\$ 7,790.00	\$ 7,790.00	\$ 9,205.50
730-08.10	SIGNAL CABLE (2 CONDUCTOR SHIELDED)	ii M	445	\$ 1.00	660.0	0.00	660.00	\$ 660.00	\$ -	\$ 660.00	\$ 445.00
730-08.30	INTERCONNECT CABLE (COPPER-TWISTED PAIR)	LF	970	\$ 2.10	150.0	1662.00	1812.00	\$ 315.00	\$ 3,490.20	\$ 3,805.20	\$ 2,037.00
730-11.01	STEEL CONDUIT RISER ASSEMBLY	EACH	13	\$ 300.00		14.00	14.00	\$ -	\$ 4,200.00	\$ 4,200.00	\$ 3,900.00
730-12.02	CONDUIT 2" DIAMETER (PVC)	LF	8790	\$ 4.00		8788.00	8788.00	\$ -	\$ 35,152.00	\$ 35,152.00	\$ 35,160.00
730-12.06	CONDUIT 2" DIAMETER (RGS)	LF	10	\$ 15.00		30.00	30.00	\$ -	\$ 450.00	\$ 450.00	\$ 150.00
730-13.02	VEHICLE DETECTOR (VIDEO)	EACH	2	\$ 5,535,00		2.00	2.00	\$ -	\$ 11,070.00	\$ 11,070.00	\$ 11,070.00
730-13.06	VEHICLE DETECTOR (2-CHANNEL, RACK MOUNT)	EACH	23	\$ 181.00	21.0	2.00	23.00	\$ 3,801.00	\$ 362.00	\$ 4,163.00	\$ 4,163.00
730-14.01	SHELDED DETECTOR CABLE	LF	9115	\$ 0.80		8960.00	8980.00	s -	\$ 7,168.00	\$ 7,168.00	\$ 7,292.00
730-14.02	SAW SLOT	LF	3915	\$ 3.50	2767.0	1180.00	3947.00	\$ 9,684.50	\$ 4,130.00	\$ 13,814.50	\$ 13,702.50
730-14.03	LOOP WIRE	LF	8000	\$ 0.50	6056.0	2504.00	8580.00	\$ 3,028.00	\$ 1,252.00		
730-15.32	CABINET (DIGHT PHASE BAGE MOUNTED)	EACH	6	\$ 10,260.00		6.00	6.00	\$ -	\$ 61,560.00	\$ 61,560.00	\$ 61,560.00
730-16.02	EIGHT PHASE ACTUATED CONTROLLER	EACH	6	\$ 2,667.00	5.0	1.00	6.00	\$ 13,335.00			
730-21.01	WOOD POLE (SIGNAL SUPPORT) CLASS 3, 35' LENGTH	EACH	1	\$ 1,000.00		1.00	1.00	\$ -	\$ 1,000.00		
730-23.30	PEDESTAL POLE (10 FT.)	EACH	11	\$ 1,200.00	1.0	11.00	12.00	\$ 1,200.00	\$ 13,200.00	\$ 14,400.00	\$ 13,200.00
				200.00		11100	12,00	7 1,200.00	- 10,000.00	+ .4/400.00	10,200.00

Summary Change Order Example

ARRA - Multimodal Traffic Signal Enhancement (ITB 52528CY - Project Number 2009-T-02) Davidson County, Nashville, TN Payment Summary No. 7, Pay Period Ending 600/11, State Project No. 19LPLM-P3-051090200, Pin # 112917

SSR Project numbers: 106A0250, Contractor: S&V

SSR Project :	sumbers: 106A0250, Contractor: S&W											
Hem No.	Description	Unik	Est. Quan.	Unit Price	Current Quantity Used	Previous Quantity Used	Total Quantity Used		urrent Cost	Previous Cost	Cost to Date	Total Extimated Contract Cost
730-23.48	CANTILEIVER SIGNAL SUPPORT (1 ARM @ 20)	EACH	1	\$ 6,996.00		1.00	1.00	s	-	\$ 6,996.00	\$ 6,995.00	\$ 6,996,00
730-23.64	CANTILEIVER SIGNAL SUPPORT (1 ARM @ 30')	EACH	2	\$ 7.207.00		2.00	-200	\$	-	\$ 14,414.00		
730-23.72	CANTILEVER SIGNAL SUPPORT (1 ARM @ 35')	EACH	4	\$ 8.017.00		4.00	4.00	s	-	\$ 32,058,00		\$ 32,068.00
730-23.77	CANTILEVER SIGNAL SUPPORT (2 @ 35 & 35)	EACH	1	\$ 10,183.00		1.00	1.00			\$ 10,183.00		\$ 10,183.00
730-23.78	CANTILEVER SIGNAL SUPPORT (2 @ 35 & 40)	EACH	- : -	\$ 7,799.00		1.00	1.00	8	-	\$ 7,799,00		
730-23.76		EACH	2	\$ 7,937.00		2.00	2.00	-	_	\$ 15,874.00		
	CANTILEVER SIGNAL SUPPORT (1 ARM @ 40')								- 1			
730-23.86	CANTILEMER SIGNAL SUPPORT (2 @ 40" & 40")	EACH	1	\$ 11,013.00		1.00	1.00	_	·	\$ 11,013.00		
730-23.88	CANTILEIVER SIGNAL SUPPORT (1 ARM @ 45')	EACH	1	\$ 7,799.00		1.00	1.00	\$ "	-	\$ 7,799.00		
730-23.96	CANTILEVER SIGNAL SUPPORT (1 ARM @ 50')	EACH	3	\$ 7,937.00		3.00	3.00	5.	-	\$ 23,811.00		
730-23.97	CANTILEVER SIGNAL SUPPORT (2 @ 35' & 55')	EACH	1	\$ 11,013.00		1.00	1.00	5	-	\$ 11,013.00		
730-23.96	CANTILEVER SIGNAL SUPPORT (1 ARM @ 60')	EACH	2	\$ 8,846.00		2.00	2.00	3	79	\$ 17,692.00		\$ 17,692.00
730-23.99	CANTILEVER SIGNAL SUPPORT (2 @ 45' & 50')	EACH	1	\$ 9,887.00		1.00	1.00	5		\$ 9,887.00	\$ 9,887.00	\$ 9,887.00
730-26.02	PEDESTRIAN PUSHBUTTON WITH 12" SIGN	EACH	28	\$ 126.00	1.0	22.00	23.00	5	126.00	\$ 2,772.00	\$ 2,895.00	\$ 3,526.00
730-26.05	COUNTDOWN PEDESTRIAN SIGNAL	EACH	45	\$ 598.00		46.00	45.00	5 /		\$ 27,506.00	\$ 27,505.00	\$ 28,704.00
	ITEMS SUBTOTAL					-		4	57,497,79	\$ 010,635,07	\$ 668,133.66	\$ 649,055.00
			-							4		+
	CHANGE ORDER ITEMS											
	ADDITIONAL WORK (REMOVAL OF EXISTING ANTENNA AND				ill.		_		7.920.00	t .	\$ 7,920.00	\$ 7,920.00
104-04.30	CABLE FOR BUS COMMUNICATION)	LS	3	\$ 2,640,00	3.0	0.00	3.00		1,000.00	*	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,
730-35.01	INSTALL NEW PRE-EMPT SYSTEM & GALLATIN ROAD &	EACH	١ ،	\$ 12,240.00	1.0	0.00	1.00	EV.	12,240.00	\$ -	\$ 12,240.00	\$ 12,240.00
720-30.01	ANTENNA (INSTALL BRACKETS AND ANTENNAS USING	E-CH	'	\$ 12.040.00	1.0	0.00	1.00					
730-35.12	EXISTING HARDWARD	EACH	I ₃ ∜	\$ 2,640,00	3.0	0.00	3.00	\$	7,920.00	\$ -	\$ 7,920.00	\$ 7,920.00
						N		5	2,160.00		\$ 2,160.00	\$ 2,592.00
730-35.21	RF DATA SYSTEM CABLE (OPTICOM GPS SYSTEM CABLE)	LF	540	\$ 480	491.0	0.00	450.00	*			-	-
	CHANGE ORDER ITEMS SUSTOTAL							\$	30.240.00	\$ -	\$ 30,240.00	\$ 30,672,00
-	STORED MATERIALS	-4		7		_		_				
	Hote: The Extended Cost Colleges for these these have sales for included	-	de barbe	attended to the Unit	William Colonia		_	-				
730-23.48	CANTILEVER SIGNAL SUPPORT (1 ARM @ 20)	EACH		\$3,481.00	The same of		0.00	s		ŧ .	ŧ .	
730-23.64	CANTILEVER SIGNAL SUPPORT (1 ARM @ 30)	EACH	-	\$3,644.00	-	- :	0.00	s		š .	š .	
			4			-:-	0.00	5		-	-	
730-23.72	CANTILEVER SIGNAL SUPPORT (1 ARM @ 35')	EACH	_	\$4,205.00		_			-	\$ -	ş -	
730-23.77	CANTILEMER SIGNAL SUPPORT (2 @ 35' & 35')	EACH	_	\$5,924.00			0.00	\$	-	\$ -	\$ -	
730-23.78	CANTILEVER SIGNAL SUPPORT (2 @ 35' & 40')	EACH	1	\$5,526.00			0.00	\$		\$ -	\$ -	
730-23.80	CANTILEVER SIGNAL SUPPORT (1 ARM & 40')	EACH	2	\$3,867.00			0.00	\$	-	\$ -	\$ -	
730-23.86	CANTILEVER SIGNAL SUPPORT (2 @ 47.6.42)	EACH	1	\$5,128.00			0.00	\$		\$ -	\$ -	
730-23.88	CANTILEVER SIGNAL SUPPORT (1 ARM @ 451)	EACH	1	\$4,095,00			0.00	\$	-	\$ -	\$ -	
730-23.96	CANTILEVER SIGNAL SUPPORT (1 ARM @ 50')	EACH	3	\$4,200.00			0.00	\$		\$ -	\$ -	
730-23.97	CANTILEVER SIGNAL SUPPORT (2 @ 35' & 55')	EACH	1	\$6,556.00			0.00	\$	-	\$ -	\$ -	
730-23.96	CANTILEVER SIGNAL SUPPORT (1 ARM Ø 60)	EACH	,	\$4,895.00			0.00	\$		s -	\$ -	
730-23.99		EACH	1	\$5,693.00		-		\$	-	š .	\$ -	
20723.00	STORED MATERIALS SUBTOTAL	E-CH	_	40,000		_		5	-	3 -	5 -	
			$\overline{}$			$\overline{}$						
	Total Completed & Stored							s	87,737.79	\$ 610,635.87	\$ 695,373.66	\$ 679,727.00
	Retainage Less 0% Current Cost / Less 0% Previous Cost / Le	88 0% C	ost to Date					š	-	\$ -	\$ -	
	Total of Previous Payments / Cost to Date Minus Retainage									\$ 610,635.87		
	Current Payment Due										\$ 87,737,79	



CC-3 Example

			January 1, 201
	Regarding Money Paid to Disa		
Name of Owner or Auth	, certify that to the orized Representative	ne best of my knowledge,	Name of DBE
	the amount of the contract for actual		Maine of DOC
Contract No.	County	, as of	
further certify that I am d	luly authorized to make this certificat	ion on behalf of the name	d contractor.
DISADVANTAGED BUS	INESS ENTERPRISE	AMOU	NT
			Original DBE
	Firm Name		Subcontract \$
			Original DBE Subcontract Date
20115			Subcontract Date
PRIME CONTRACTOR:		_	
SIGNATURE:		_	Paid to date
TITLE:		_	Est. final pmt.
DATE:		_	TOTAL
l.	, certify that to the	ne best of my knowledge,	
	•		
•	, in full, per the amount of the contra		
Contract No.	County	, as of	
further certify that I am d	luly authorized to make this certificat	ion on behalf of the name	d contractor.
DISADVANTAGED BUS	INESS ENTERPRISE	AMOU	NT
			Original DBE
	Firm Name	_	Subcontract \$
			Original DBE
			Subcontract Date
CIONATUDE:		_	Paid to date
SIGNATURE:			
SIGNATURE:		_	Est. final pmt.

END OF JOB CERTIFICATE

• The End of Job Certificate (Form 8-36) is completed and signed by the Local Government Project Supervisor upon the approval that the records have been checked and are a true representation of the work that was performed, the item final quantities are correct, and the final quantities are covered by the required material certifications. The Certificate shall be placed in the End of Job file of the Project Records. The End of Job Certificate shall be submitted to the Local Programs Development Office. This submission will close out the project at TDOT. No requests for reimbursement may be submitted after the End of Job Certificate is submitted. Ensure that all requests for reimbursement have been submitted and processed prior to submitting the certificate to TDOT.

- END OF JOB CERTIFICATE (CONT'D)
- An "End of Job" folder shall be created to retain documents that pertain to
 events that occur at the completion of the project. The documents listed in
 this section shall be kept in the "End of Job" file of the project records.
 - Final Inspection Documents
 - Final Progress Estimate with Overrun/Underrun Explanations
 - Completion Notice
 - Advertisement for Claims Letter
 - Material Certification Letter
 - FHWA 1391 Reports (See Special Provision 1230)
 - CC-3 Documentation
 - Prompt Payment Forms
 - End of Job Certificate

End of Job Certificate Example



Local Government Guidelines Form 8-36 January 1, 2014

END of JOB CERTIFICATE

Project 7	Title/Termini:				
	Owner:			PIN:	_
	Address:		State Project	t No.:	_
	_		Federal Project	t No.:	_
Da	te Prepared:		Contrac	t No.:	_
	_		Cr	ounty:	•
the contractor on th	e above listed (the various forms and for the contract and that any part of above being submitted.	•	•	
		Project Supervisor			

RETENTION OF RECORDS

- The Local Government shall maintain the project records as follows:
 - The Project Records shall be organized, indexed, and available for review on an as needed basis. An index shall be placed in the End of Job Folder. Boxes shall be numbered consecutively and labeled by Contract Number or Project Number, and County.
 - All documents related to awarded contracts shall be kept for a minimum of five (5) years after the final payment and audit. These documents include, but are not limited to copies of the contract, starting notice/work order, correspondence, field books, diaries, material tickets, test reports, progress estimates, final record books, as-built drawings and specifications, contractor payrolls and certifications, field notes, and inspection reports.
 - All documents related to Bid Letting Contract Proposal Bid Book shall be kept for a minimum of ten (10) years after the award. These documents include, but are not limited to notice to contractors, estimates, correspondence for advertising and receiving bids, letting advertisements, bid tabulations, bid books (contract proposals) completed by the contractor, project specifications and provisions, job estimate, contract and bond certificates.

MAINTENANCE OF FACILITY

 The Local Government shall be responsible for the future maintenance of all facilities constructed under the local programs agreement with TDOT that utilize federal or state funds (23 CFR 1.27).

Questions?